“User Manual Web”

Nictus Consultation

Consultant

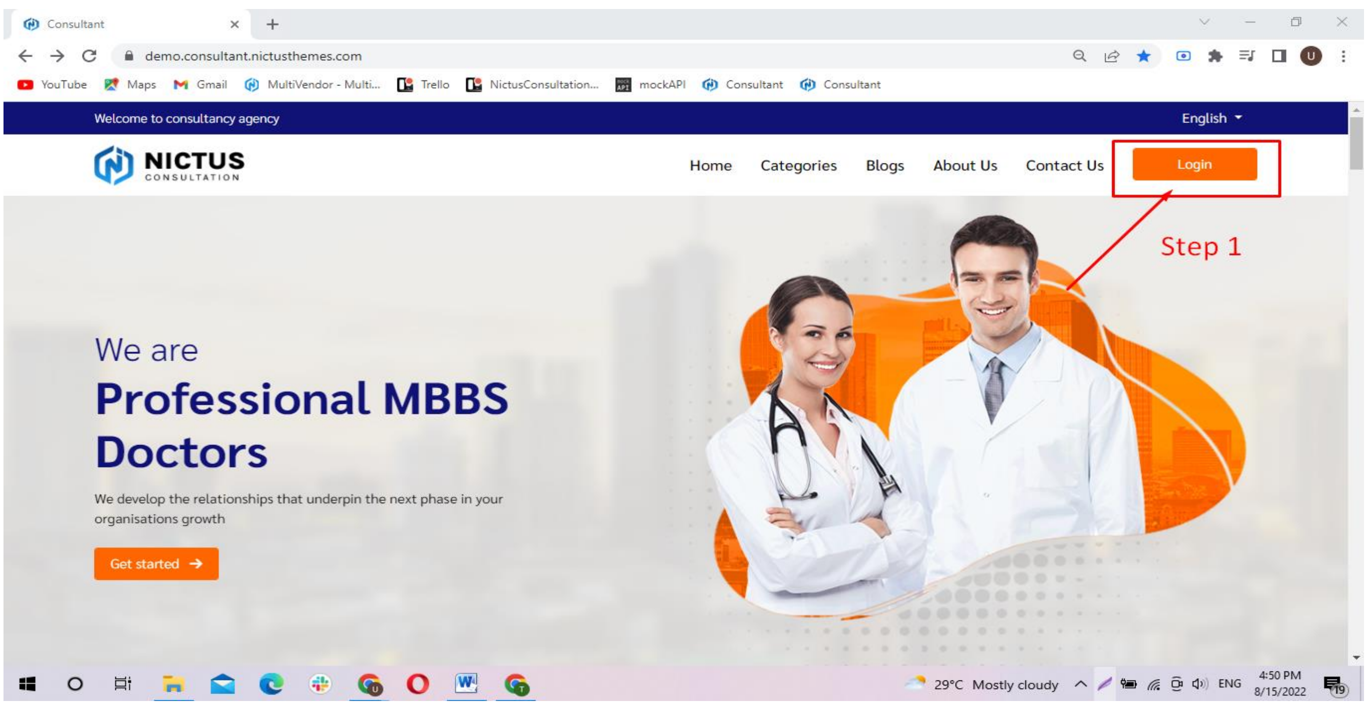
Log-in or Sign-in:

Login means you are already registered and your name is on the list. Your credentials are already saved with the account and you are just authenticating yourself as a returning user.

How to Log-in or Sign-in :

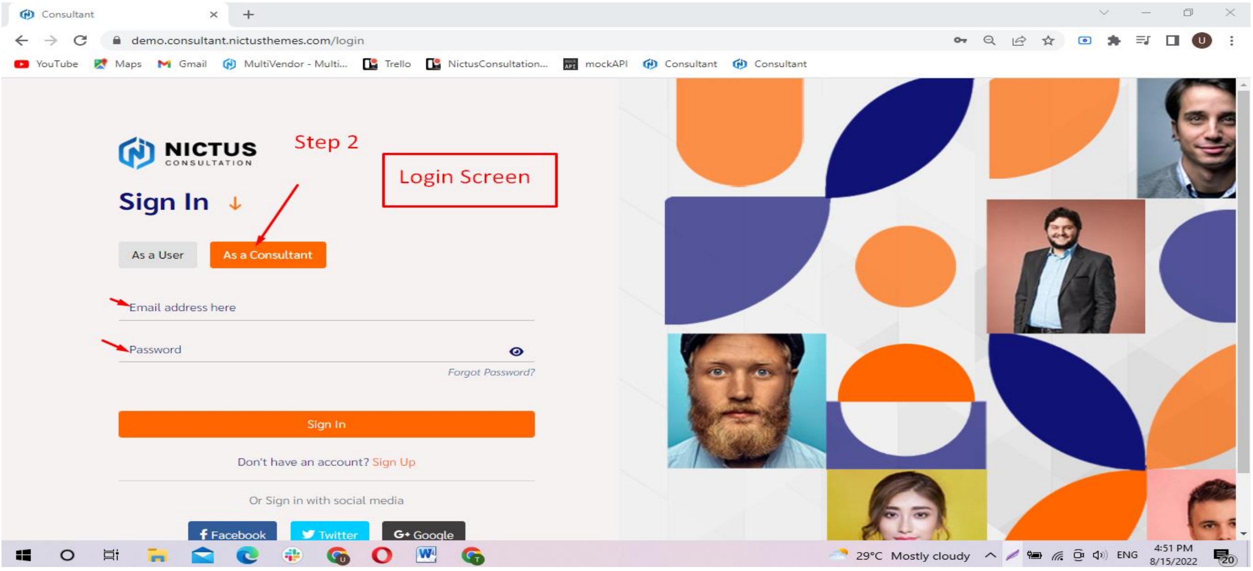
Step 1:

- On Home page here will be Login button , Consultant need to click on this button



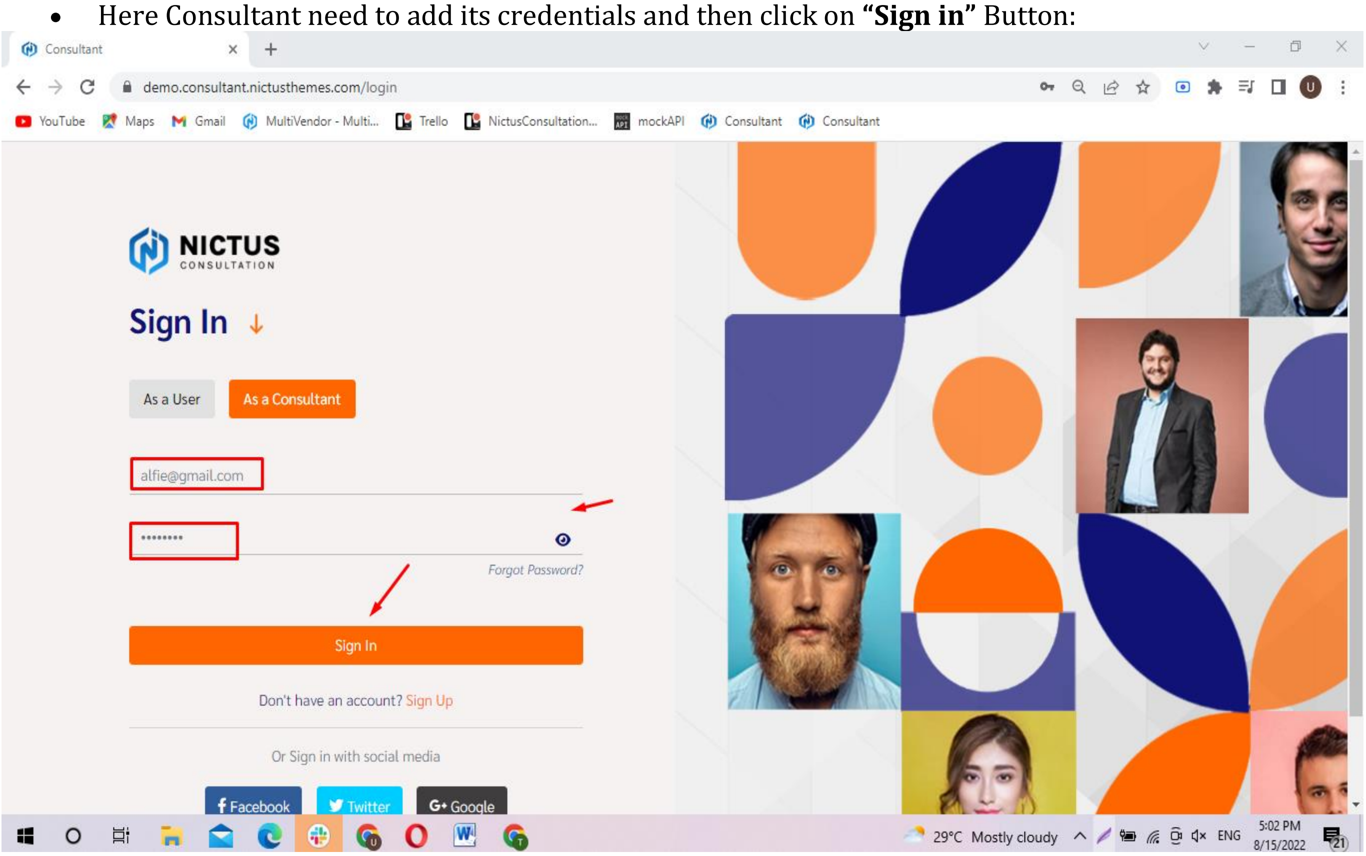
Step 2:

- Next it will redirect the consultant on login Screen



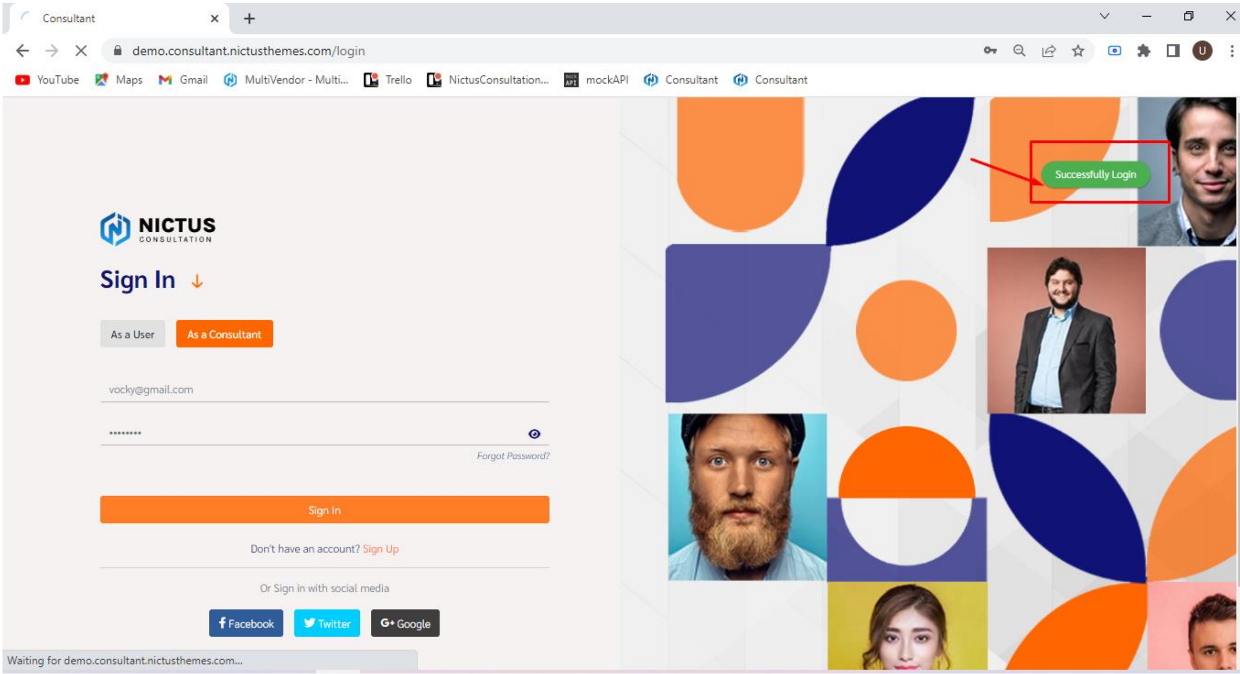
Step 3:

- Here Consultant need to add its credentials and then click on **"Sign in"** Button:

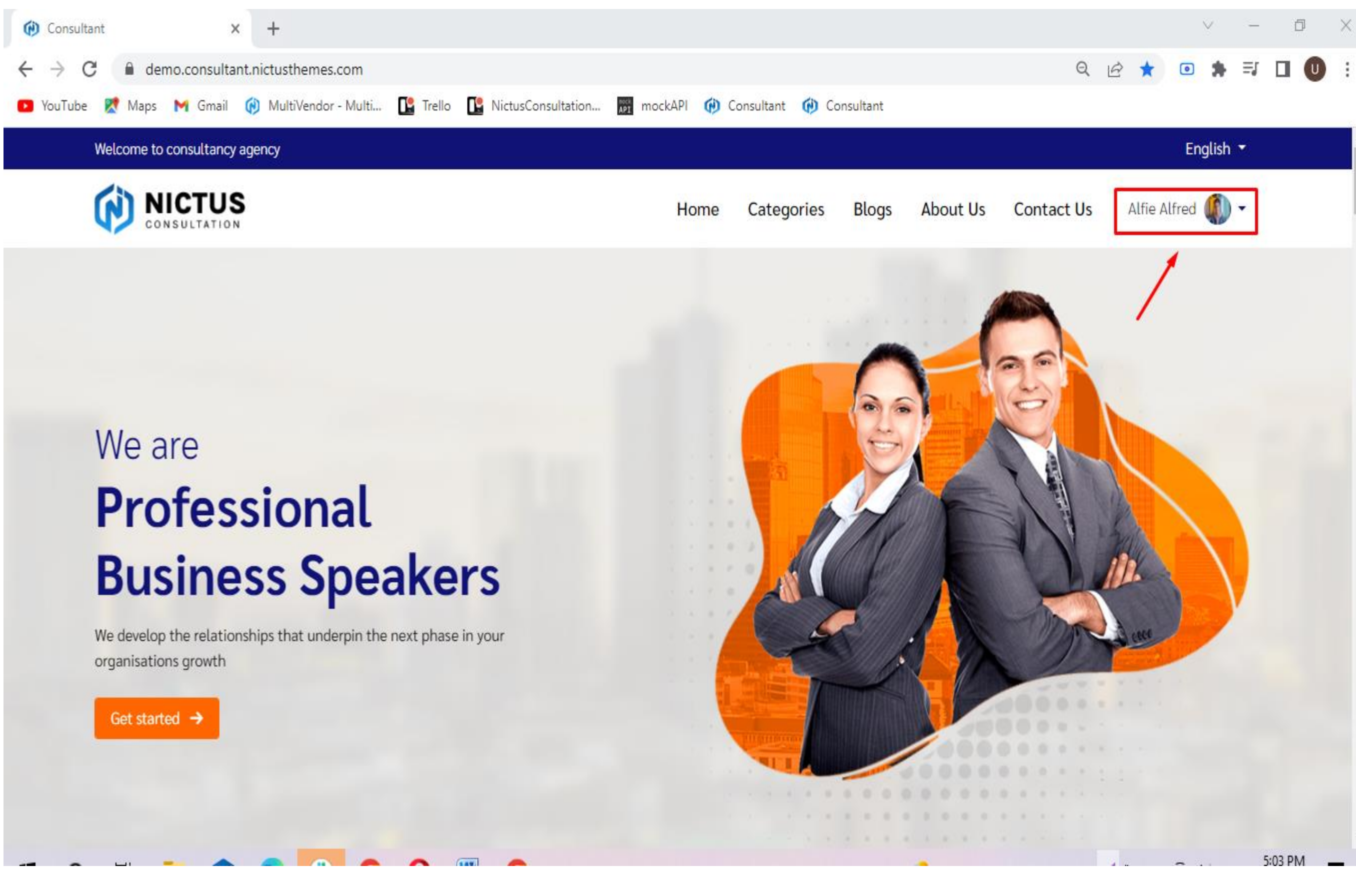


Step 4:

- It will show a success message:



Step 5: Then, It will redirect the user on home page:



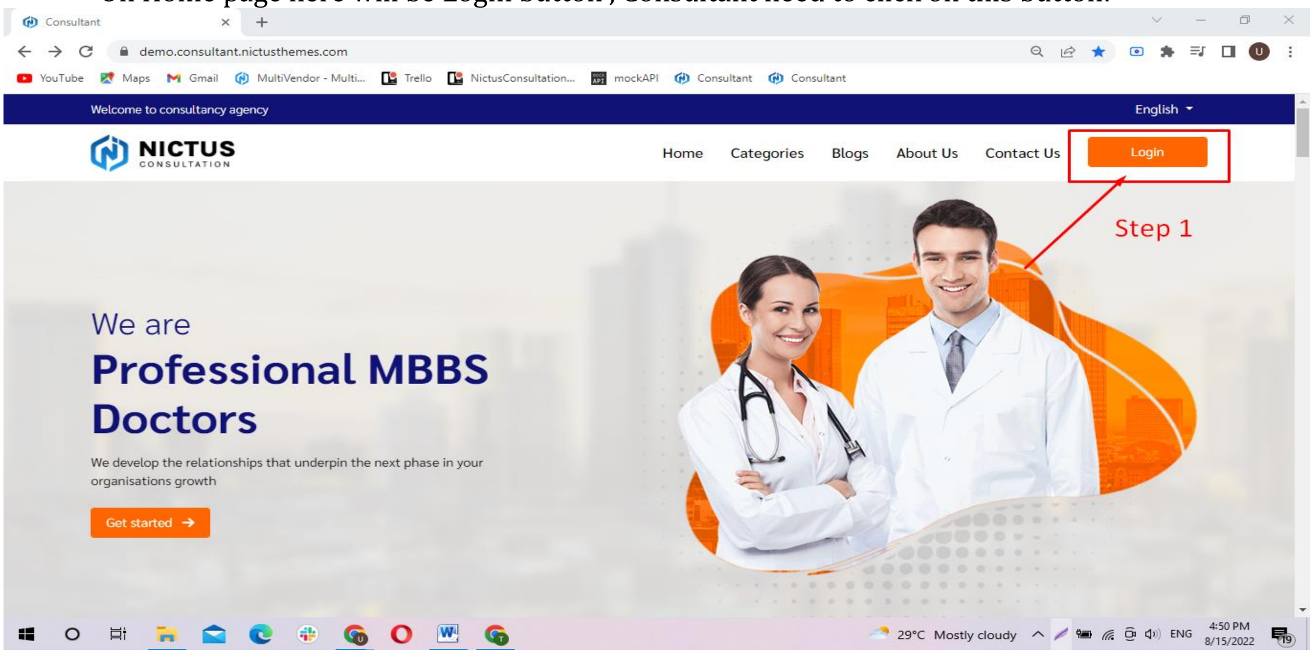
Sign-up:

When a Consultant doesn't have an account he/she needs to sign-up First, Sign up, on the contrary, is an action taken by the user who identifies himself as a new user.

How to Sign-up:

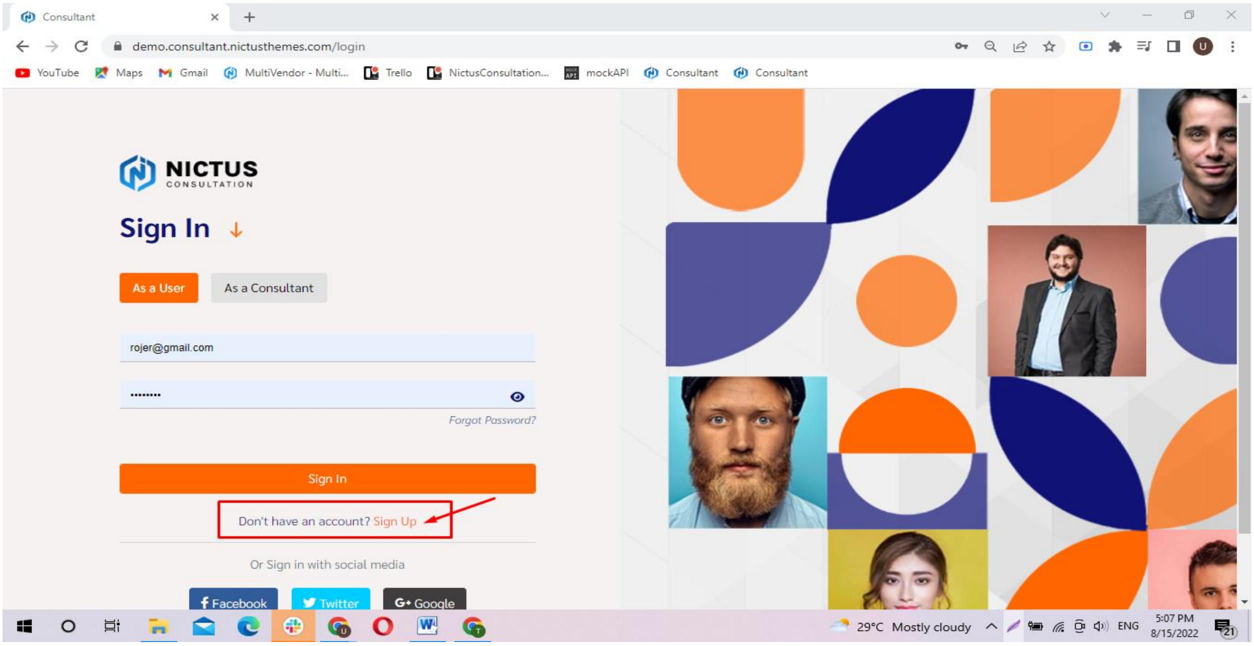
Step 1:

- On Home page here will be Login button , Consultant need to click on this button:



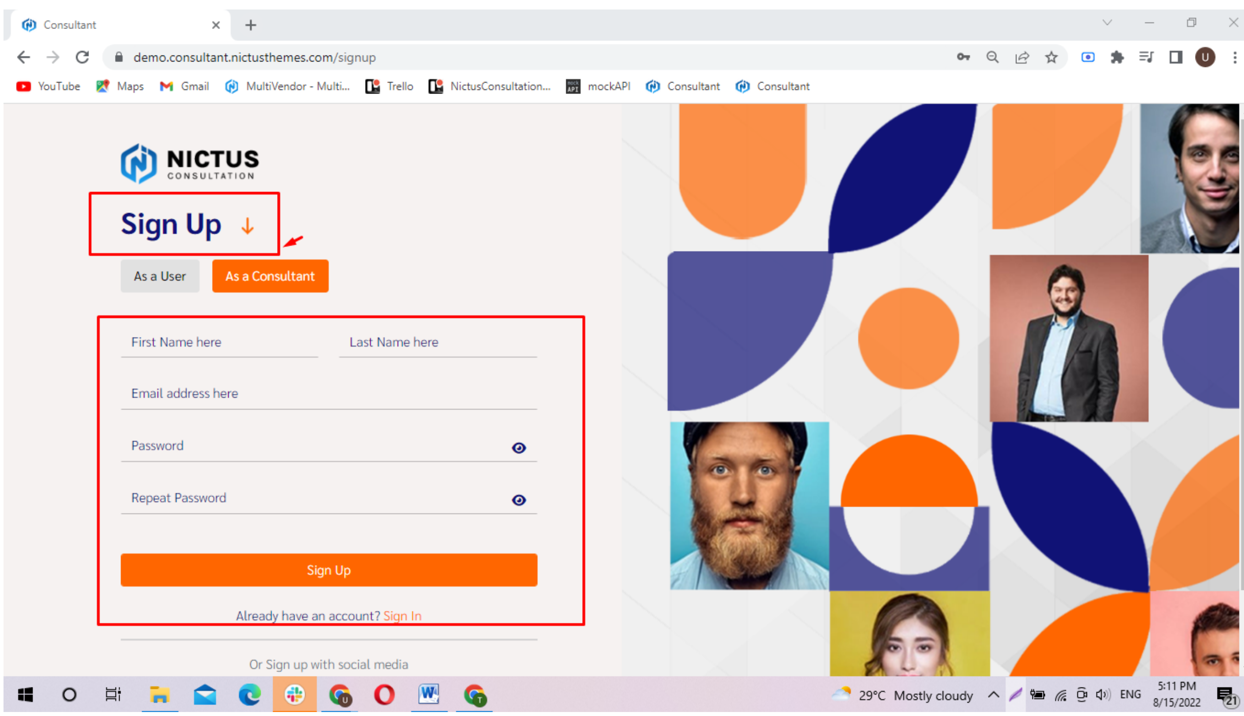
Step 2:

- Next it will redirect the consultant on log-in Screen, here it will show an option of **"Don't have an account? sign up"** Need to click on that button:



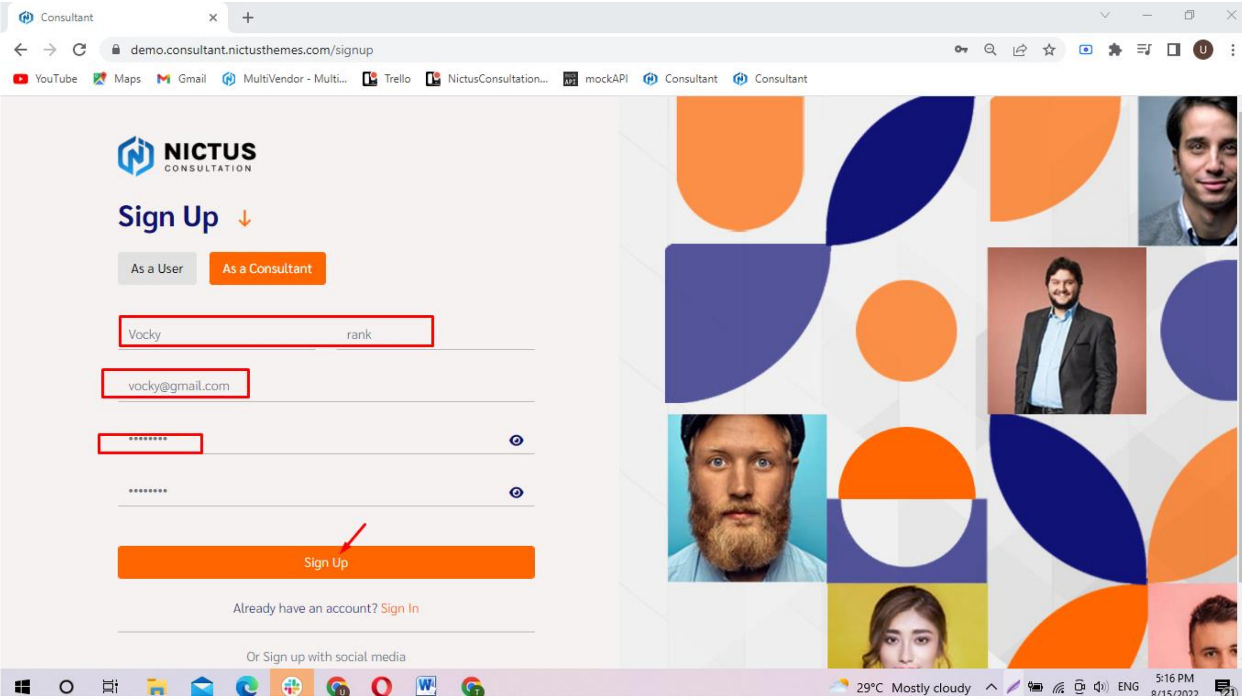
Step 3:

It will redirect the consultant on sign-up page, here will be a sign up form:



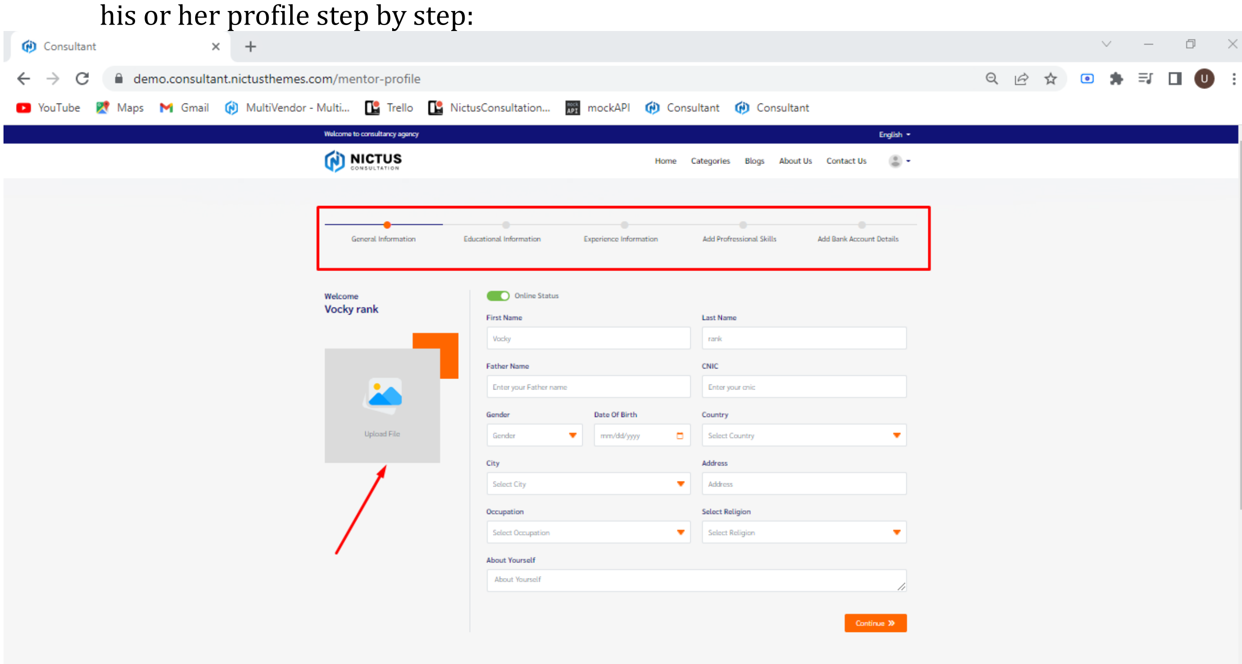
Step 4:

- Consultant need to fill all the required fields and click on **"sign up"** button:



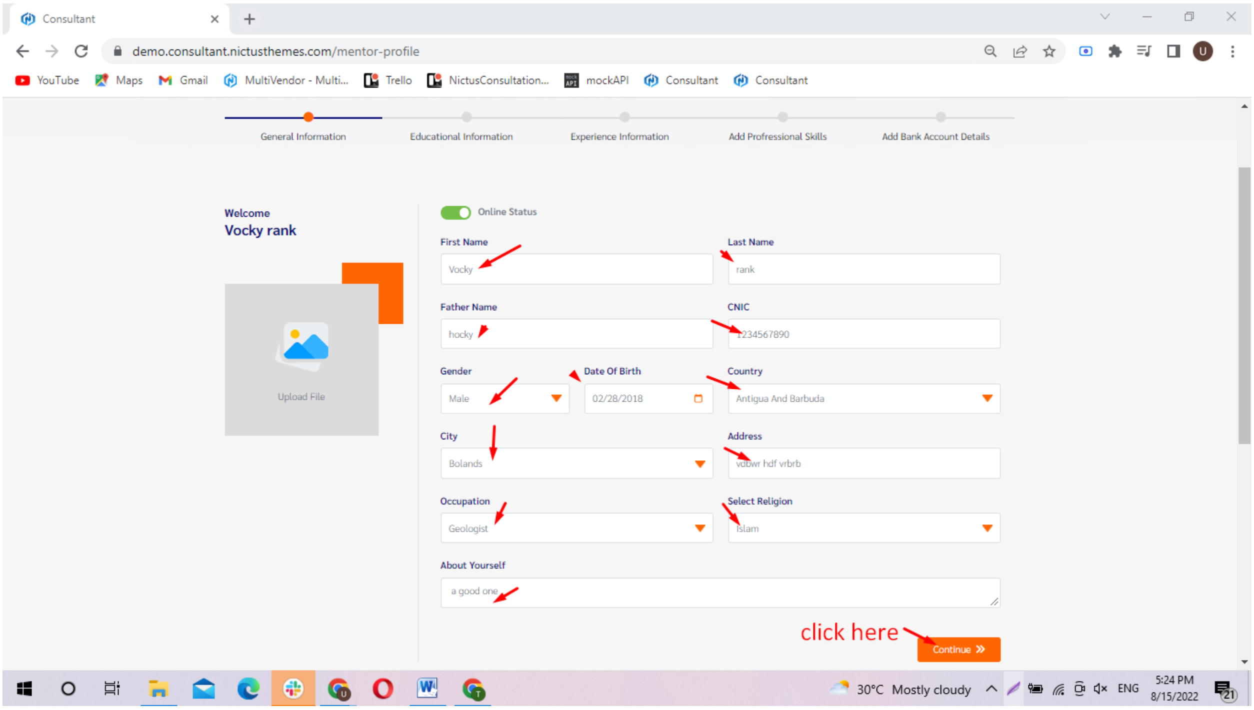
Step 5 :

- It will redirect the consultant on consultant profile page where consultant need to complete his or her profile step by step:



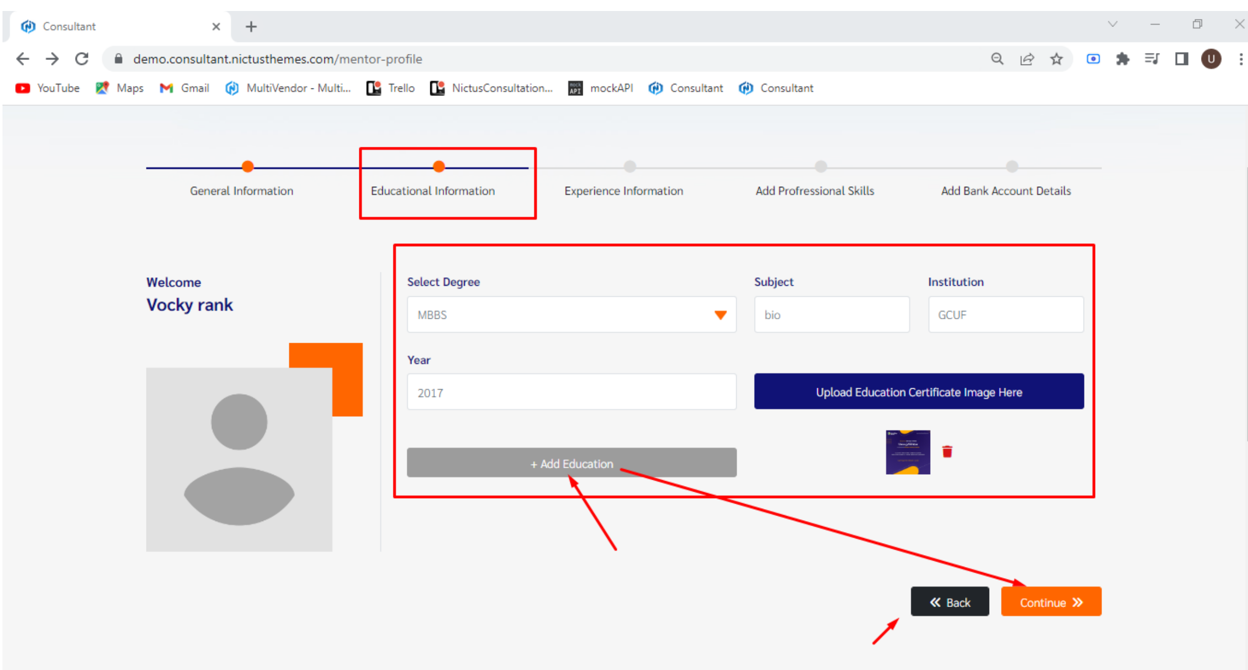
Step 6:

- Consultant need to fill all required fields of general info Form and click on **"Continue"** button:



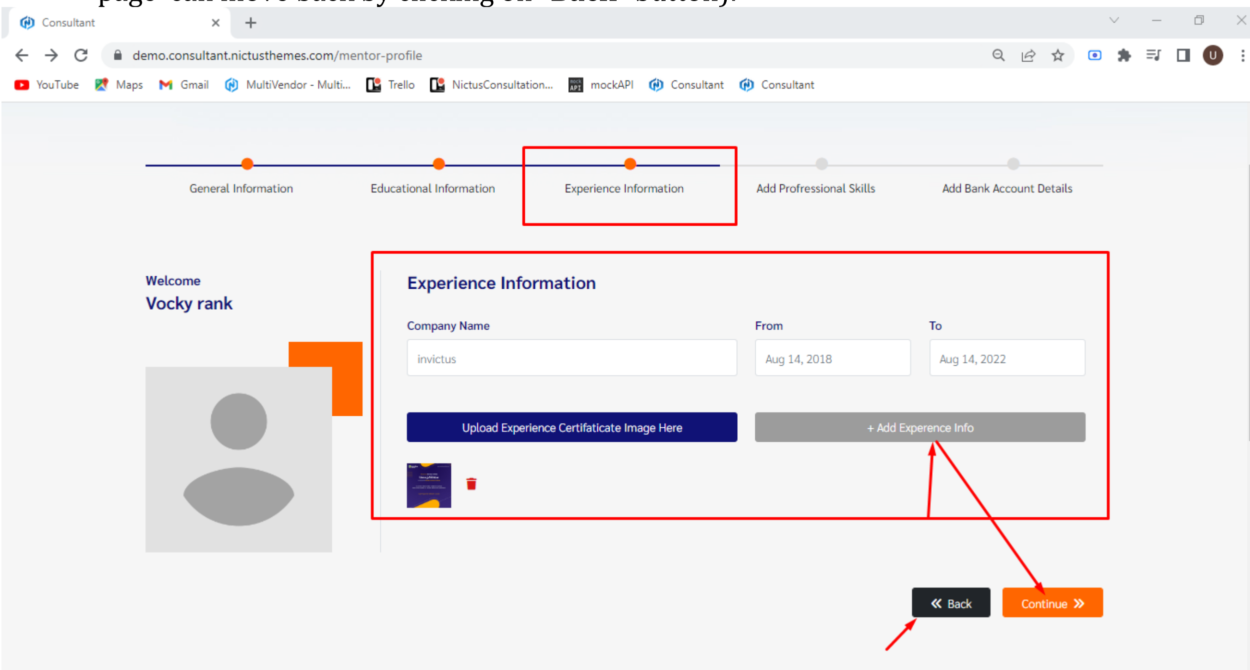
Step 7:

- It will redirect Consultant on educational info page here consultant need to fill all required fields of educational info Form and first click on **"Add Education"** button and then click on **"Continue"** button, so it will add education (if want to edit something in previous general info can move back by clicking on "**Back**" button):



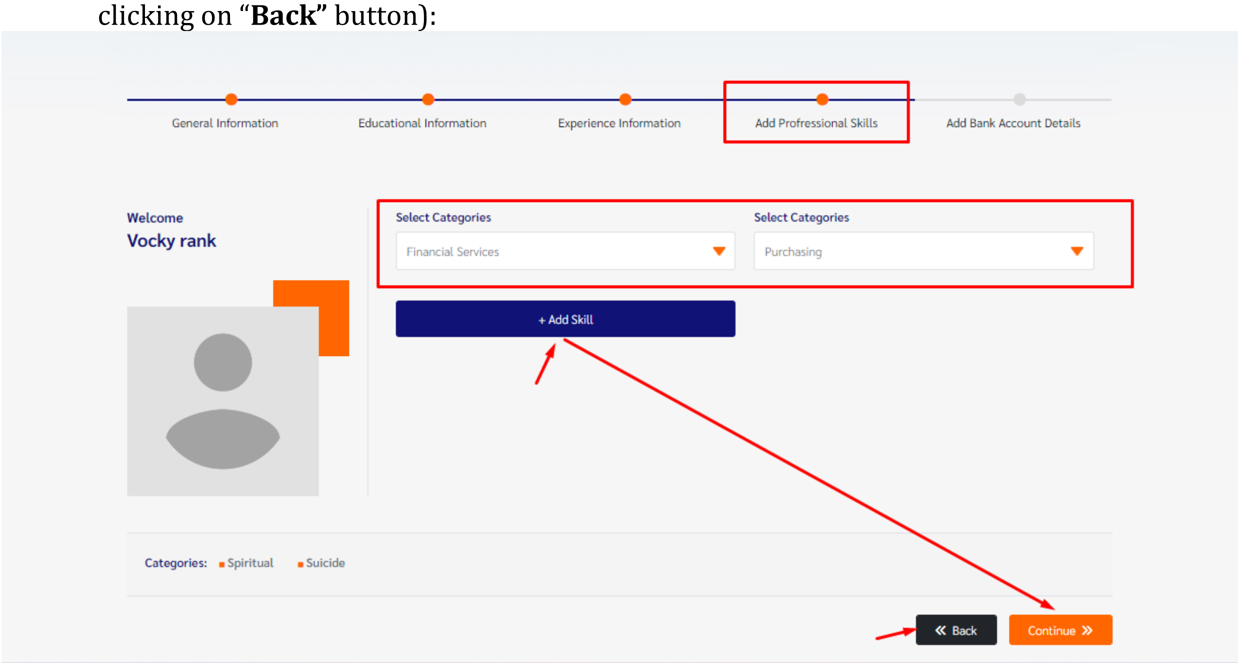
Step 8:

- It will redirect Consultant on Experience info page here consultant need to fill all required fields of experience info Form and first click on **“Add experience info”** button and then click on **“Continue”** button, so it will add experience (if want to edit something in previous page can move back by clicking on “**Back**” button):



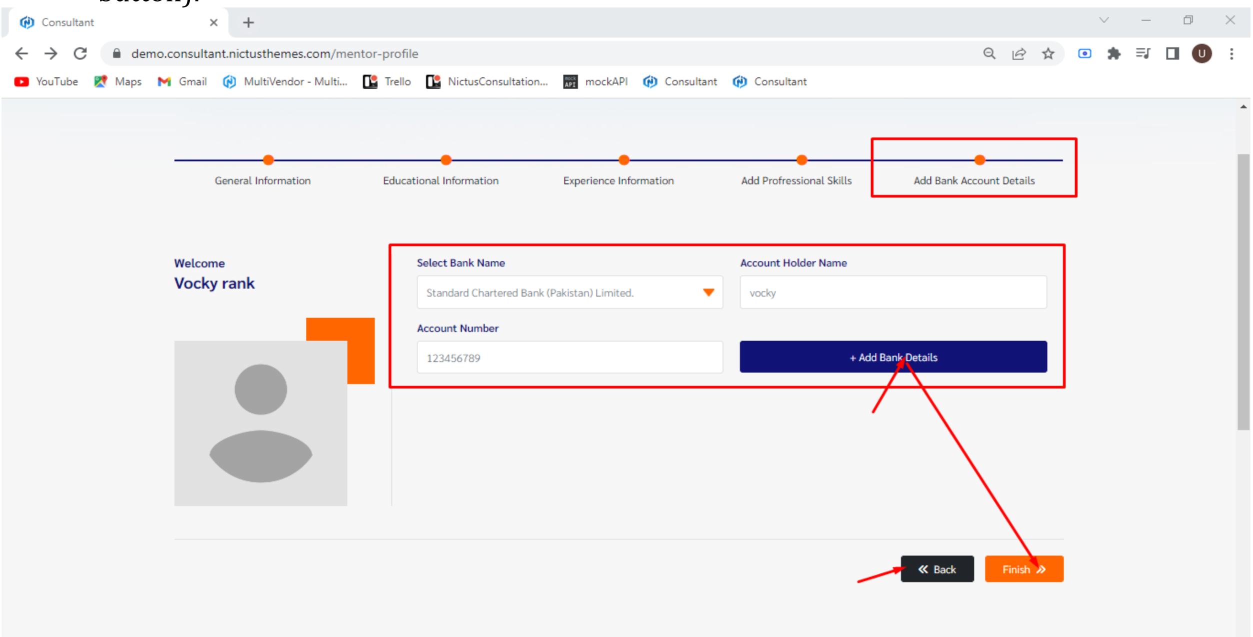
Step 9:

- It will redirect Consultant on Add professional skill page here consultant need to fill all required fields and first click on **“Add Personal Skill”** button and then click on **“Continue”** button, so it will add Skill (if want to edit something in previous page can move back by clicking on “**Back**” button):



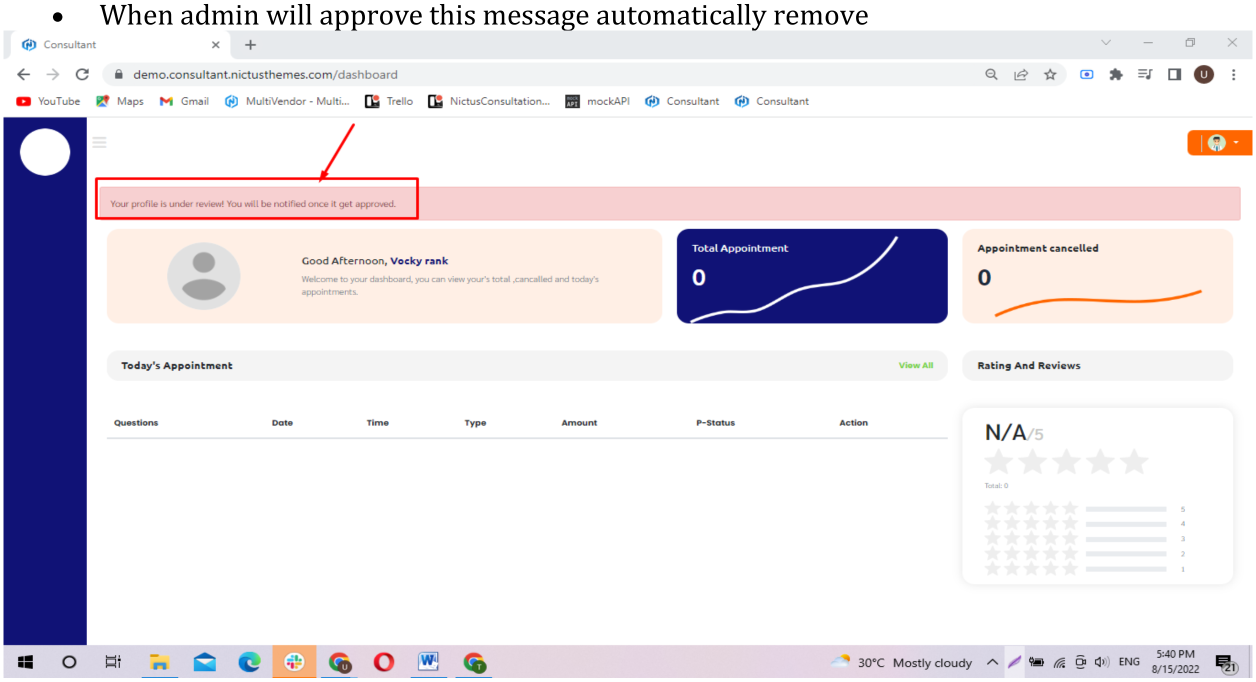
Step 10:

- It will redirect Consultant on **"Add Bank Account Details"** page here consultant need to fill all required fields and first click on **"Add Bank Details"** button and then click on **"Finish"** button, (if want to edit something in previous page can move back by clicking on "**Back**" button):



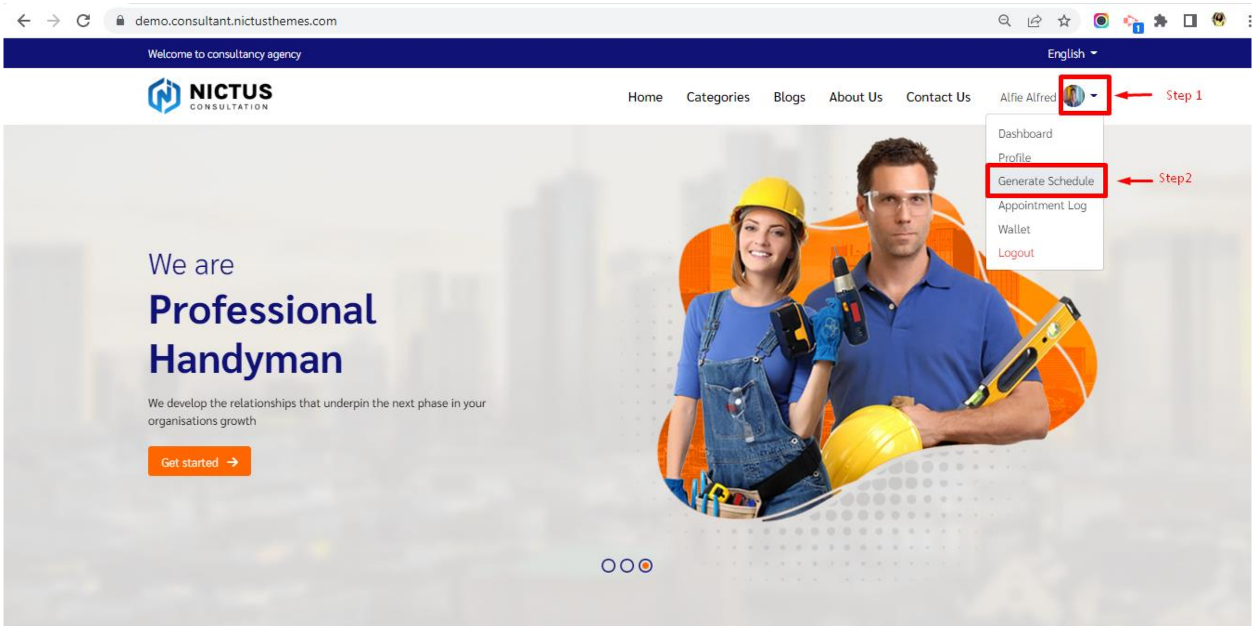
Step 11:

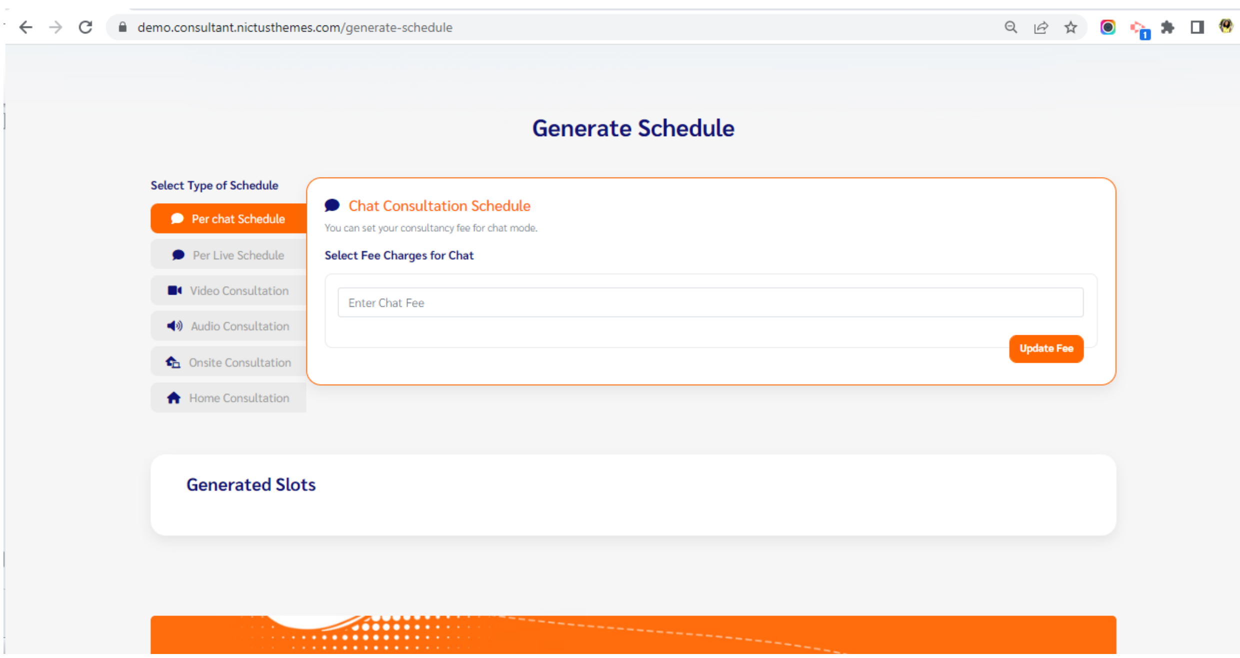
- It will redirect Consultant on Consultant Dashboard : but here it will show a message that "Your profile is under review! You will be notified once it gets approved.
- When admin will approve this message automatically remove



Generate Schedule

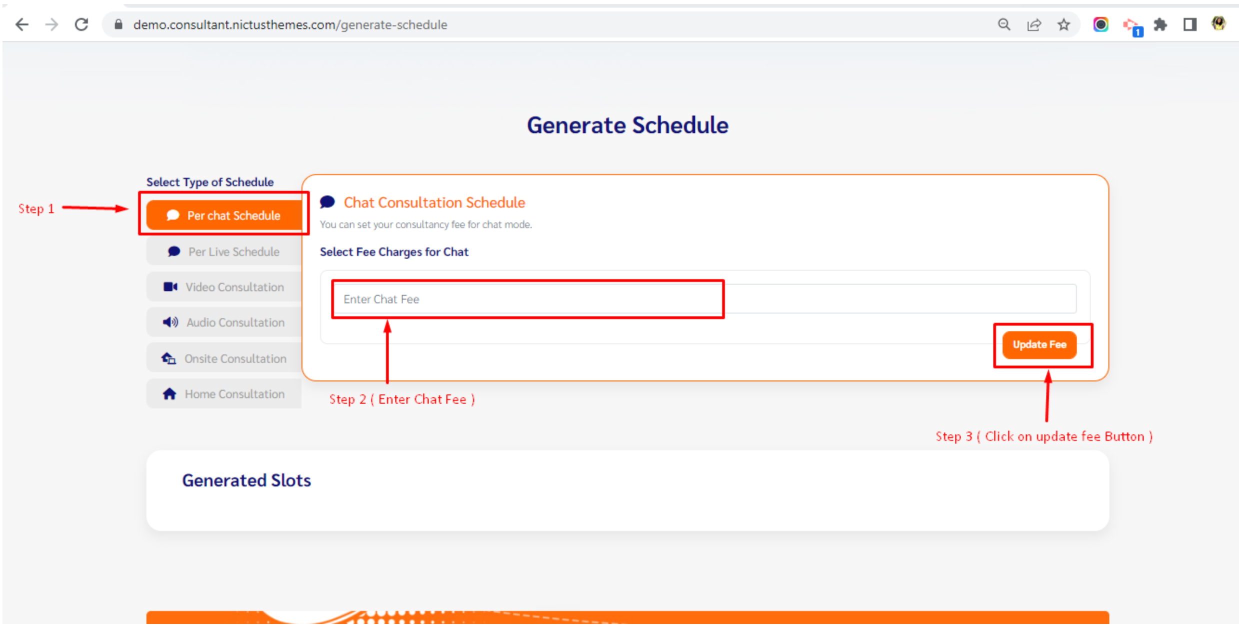
1) Click on profile menu
2) Click on Generate Schedule in list

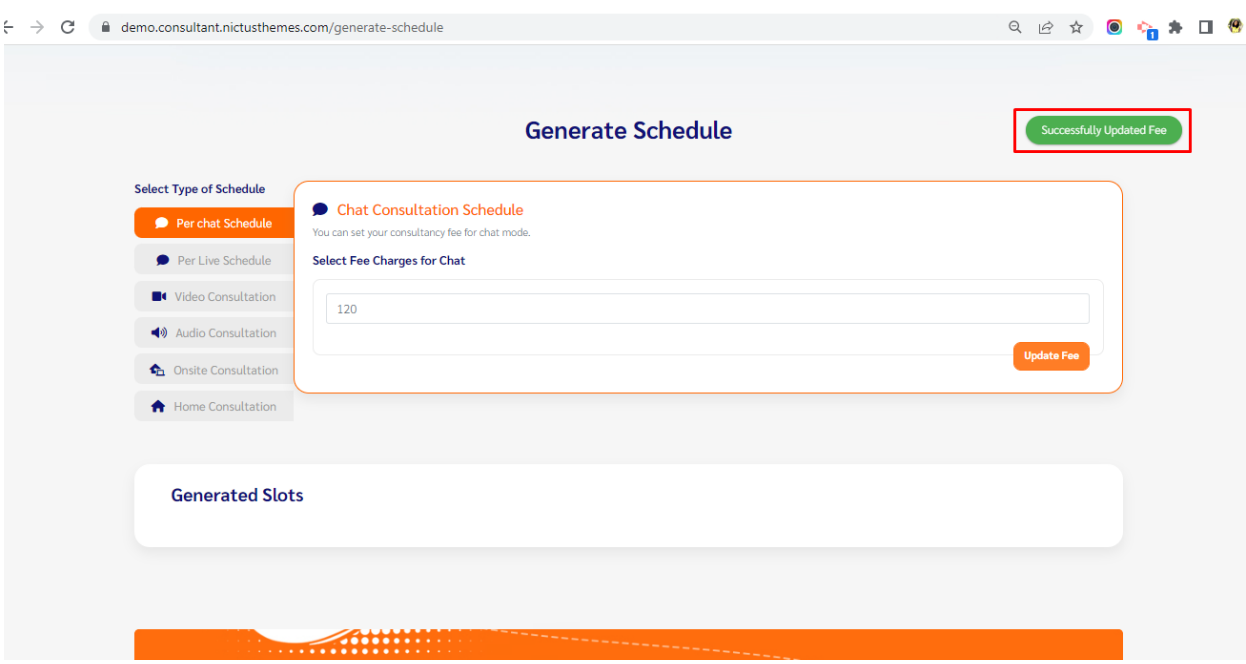




Set Per Chat Fee Charges

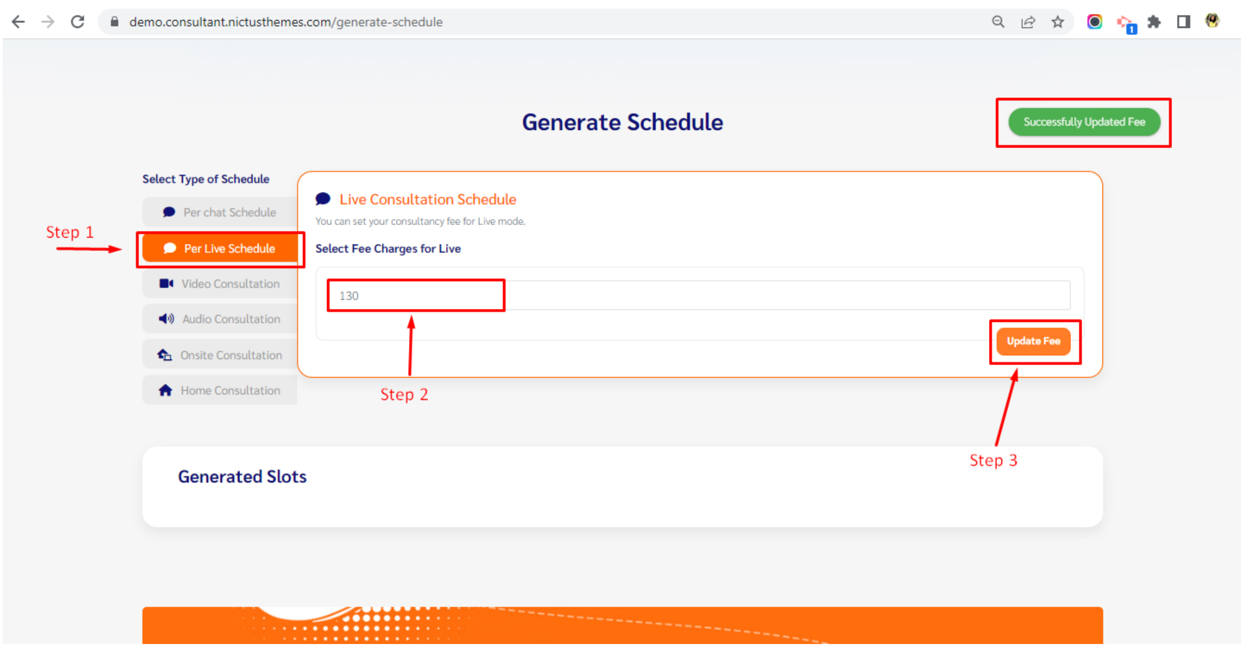
1) Select per chat Schedule
2) Enter Chat fee
3) Click on update fee button





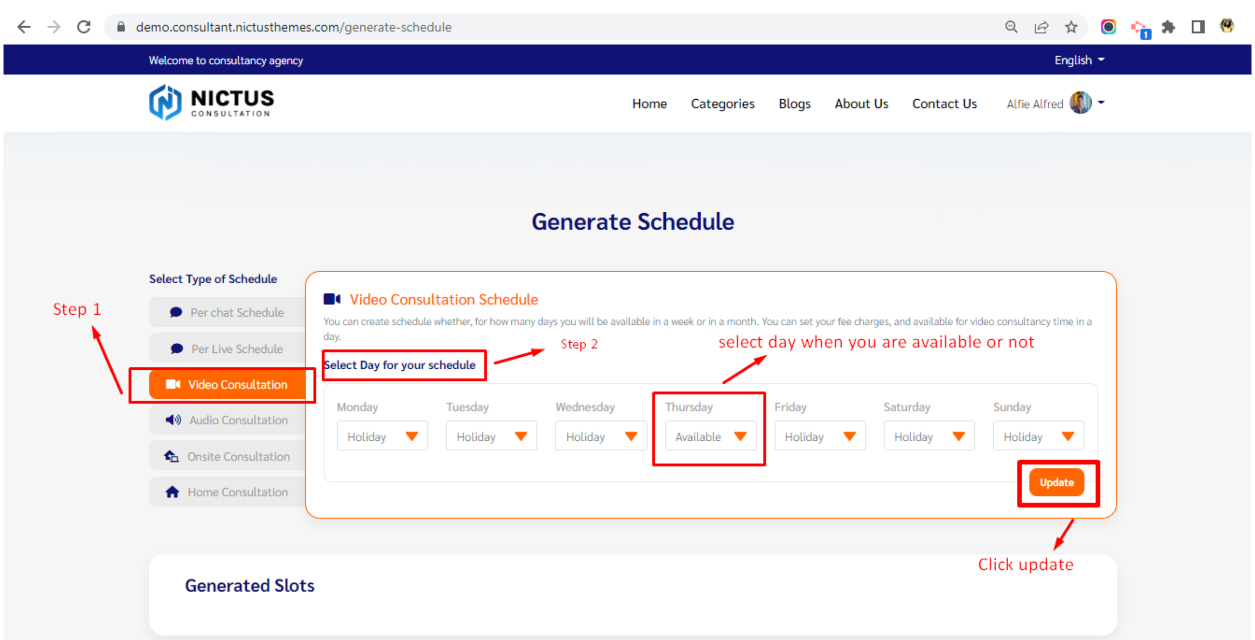
Live Schedule

1) Select per Live Schedule
2) Enter Live fee
3) Click on update fee button

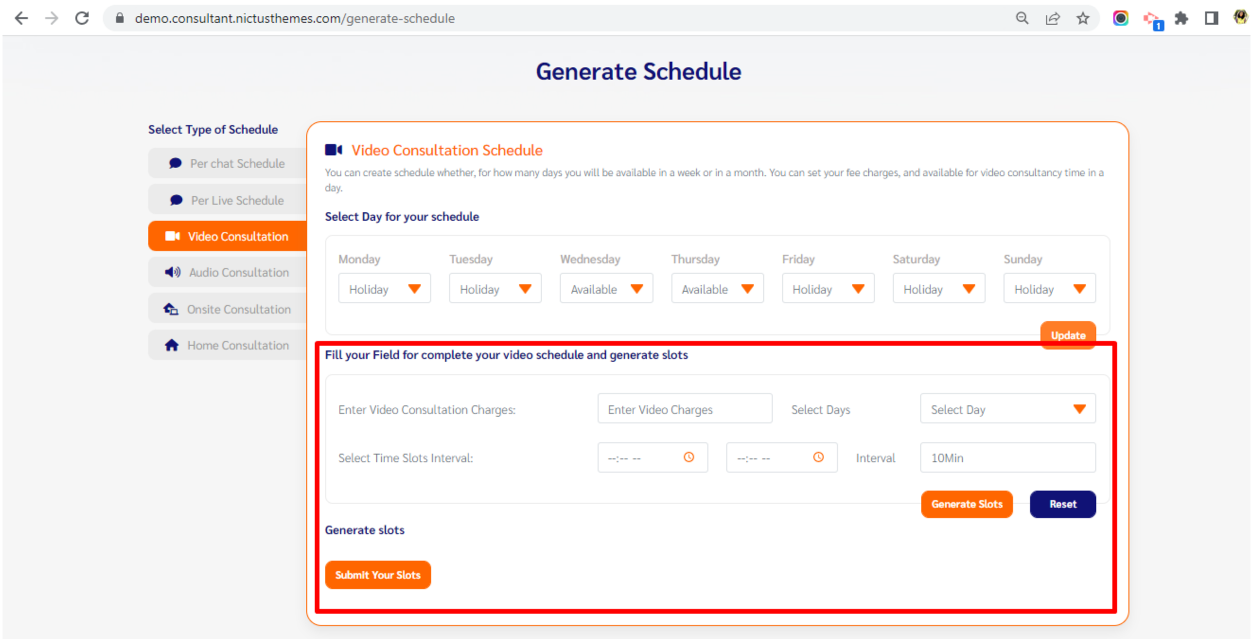


Video Consultation

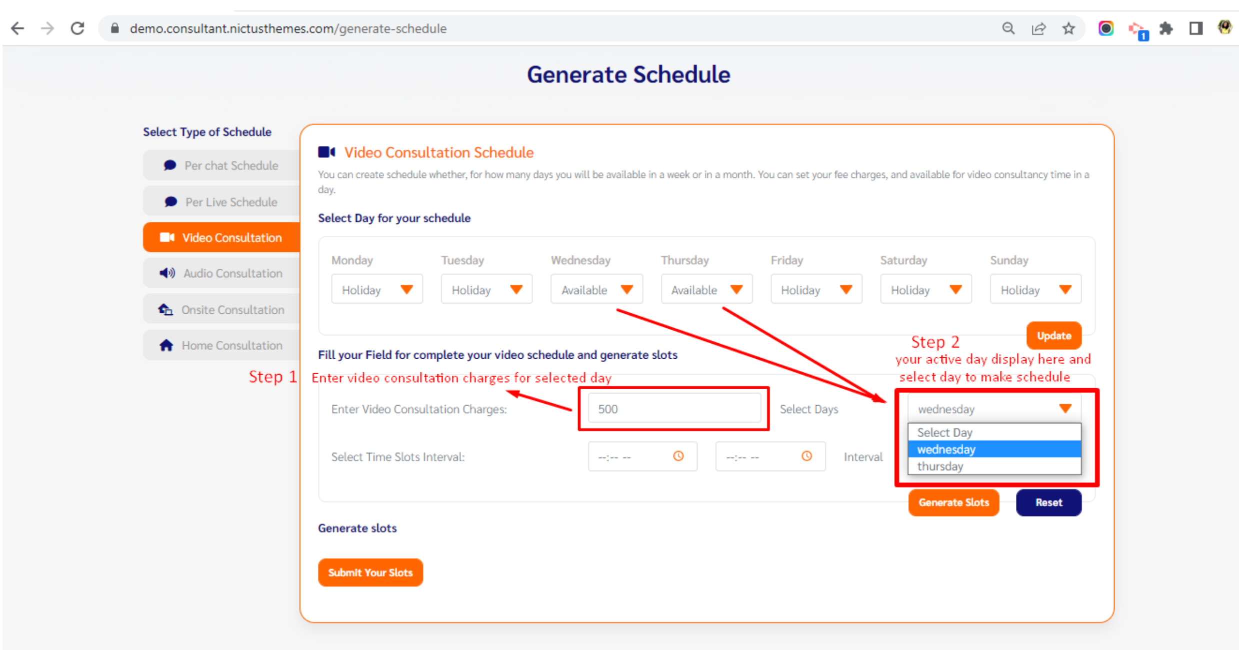
1) Click on Video Consultation
2) Select available days
3) Click on update Button



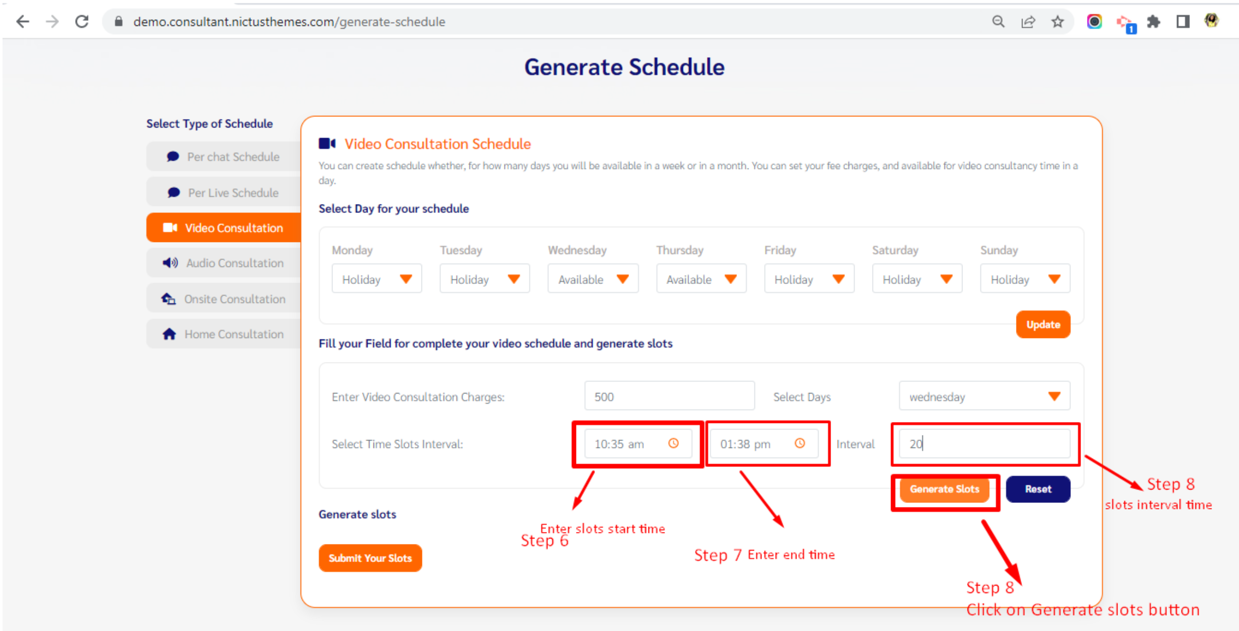
After click on update you have a new table for video consultation charges and create slot time



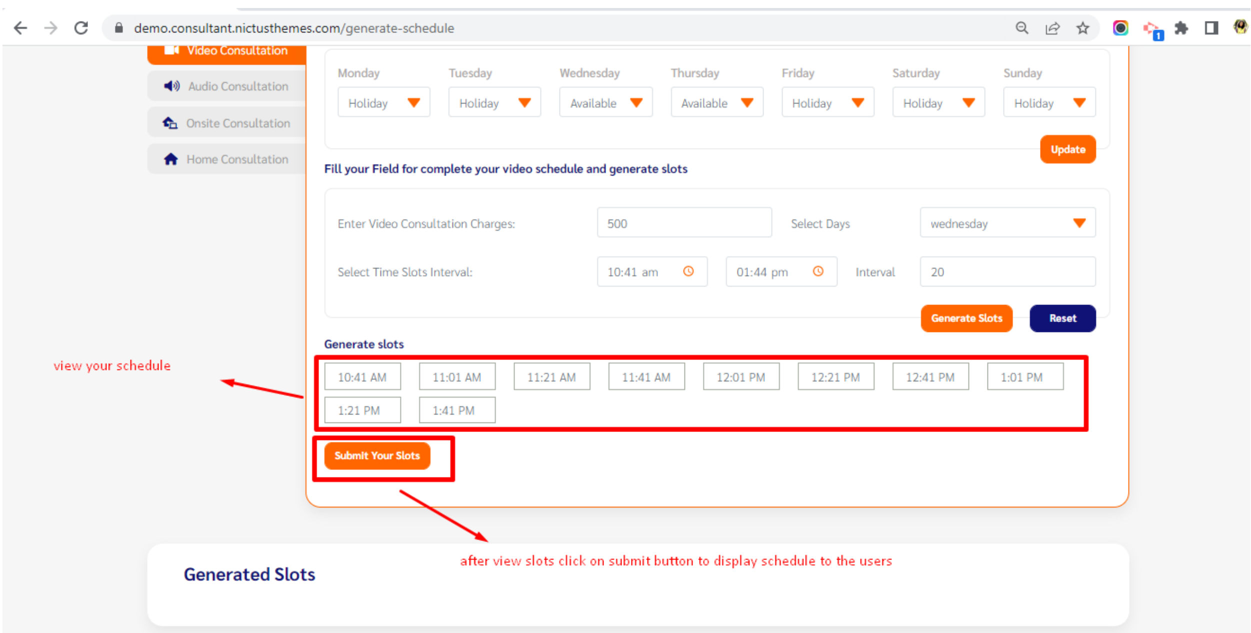
4) Enter video consultation Charges
5) Select day for schedule



6) Select start time for schedule
7) Select end time for schedule
8) Enter slot time
9) Click on Generate slots button



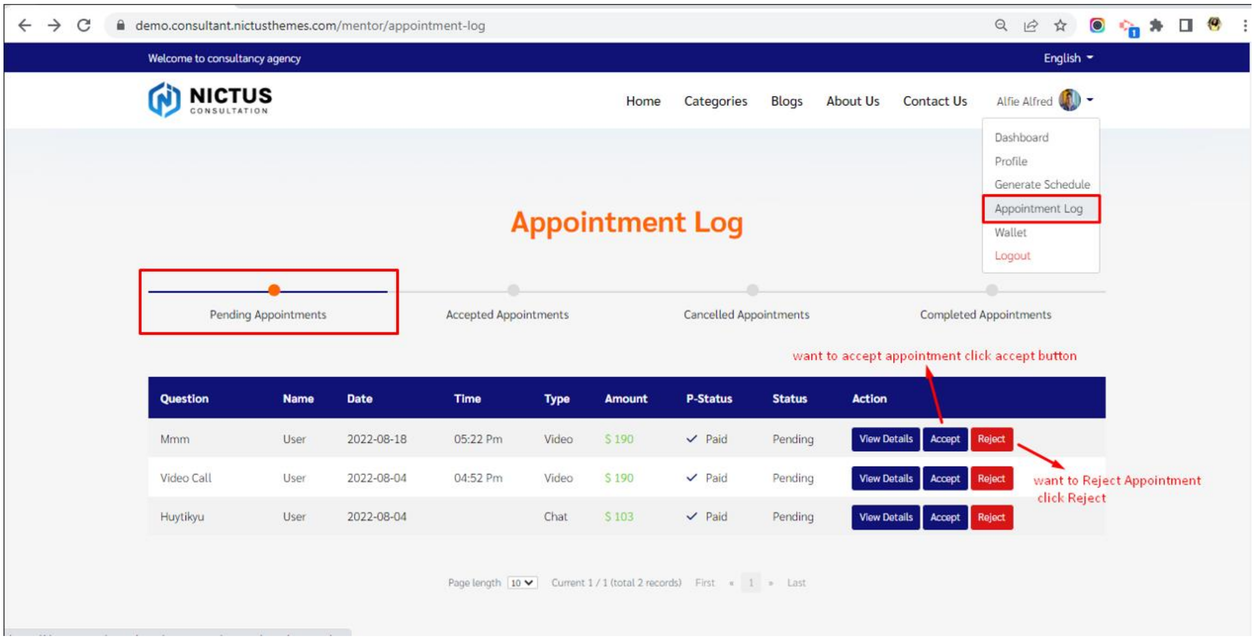
10) View your slots
11) after view slots click on submit button to display schedule to the users



Appointment Log

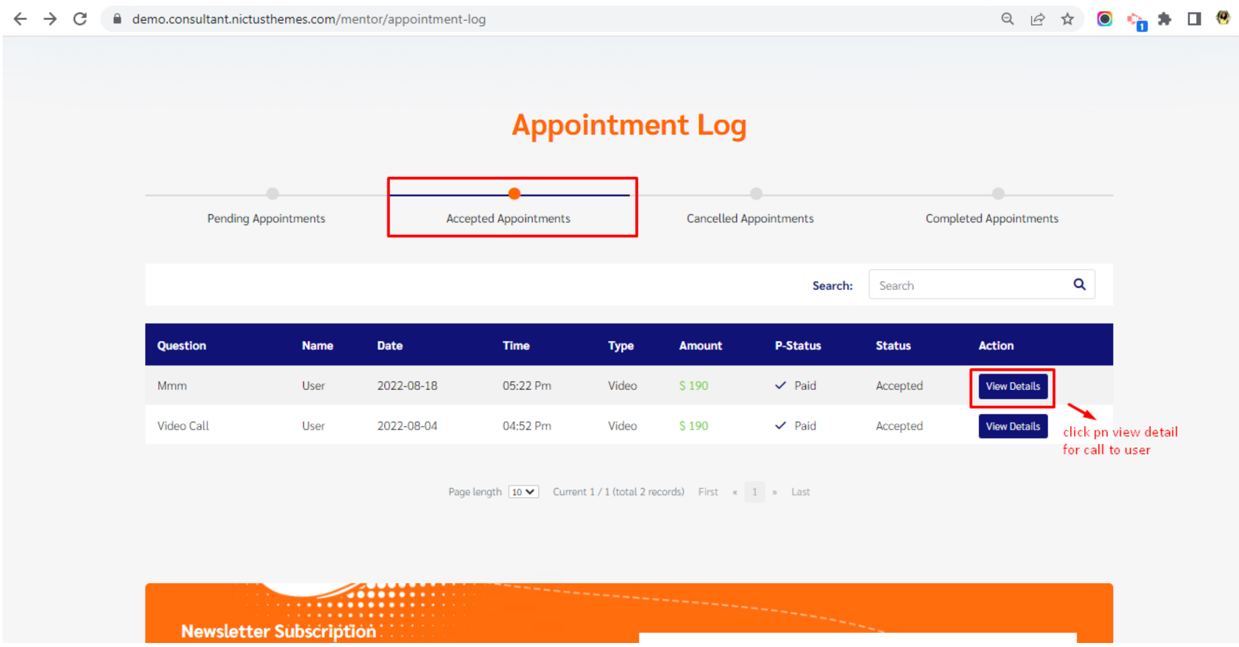
All the appointment details regarding User Appointment Date, Time, Payment, appointment Type like audio, video, chat, physical or home visit and appointment status are found here.

1) click menu
2) click on appointment log
3) click accept button for accept user appointment



When click on accept button appointment detail move into next tab in accepted appointments

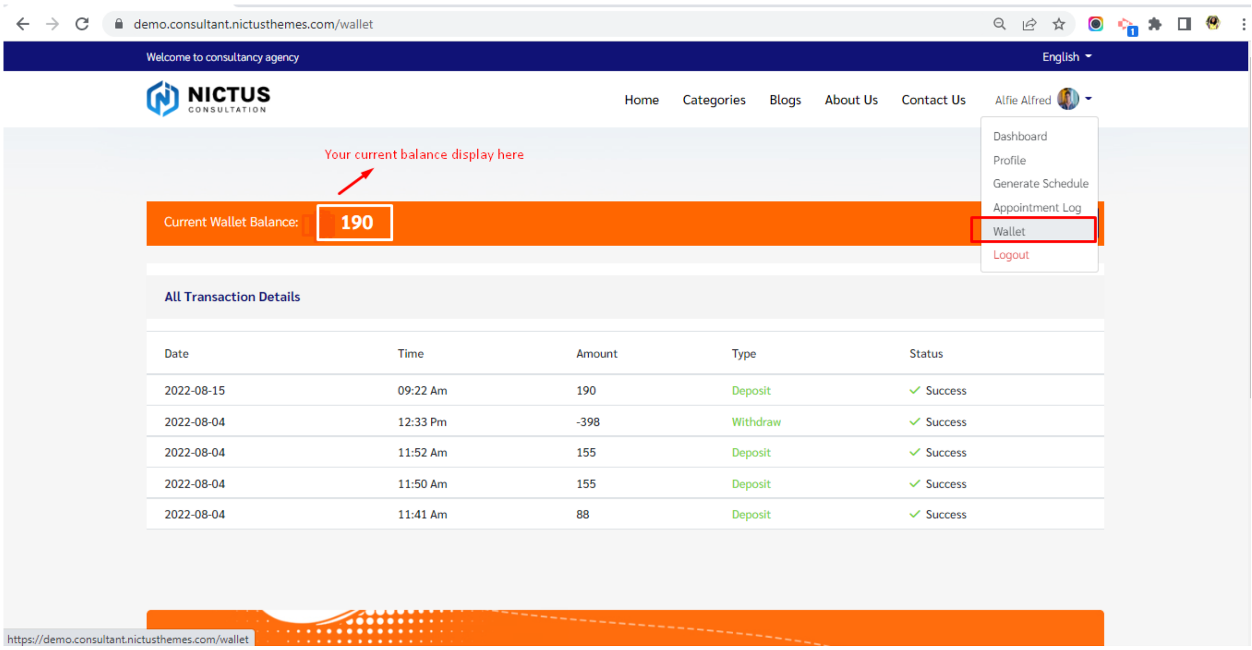
4) click on accepted appointments
5) click on view detail button to call user


demo.consultant.nictusthemes.com/mentor/appointment-log
Appointment Log
Pending Appointments
Accepted Appointments
Cancelled Appointments
Completed Appointments
Search:
Search
Question
Name
Date
Time
Type
Amount
P-Status
Status
Action
Mmm
User
2022-08-18
05:22 Pm
Video
$ 190
Paid
Accepted
View Details
Video Call
User
2022-08-04
04:52 Pm
Video
$ 190
Paid
Accepted
View Details
click pn view detail
for call to user
Page length
10
Current 1 / 1 (total 2 records)
First
1
Last
Newsletter Subscription

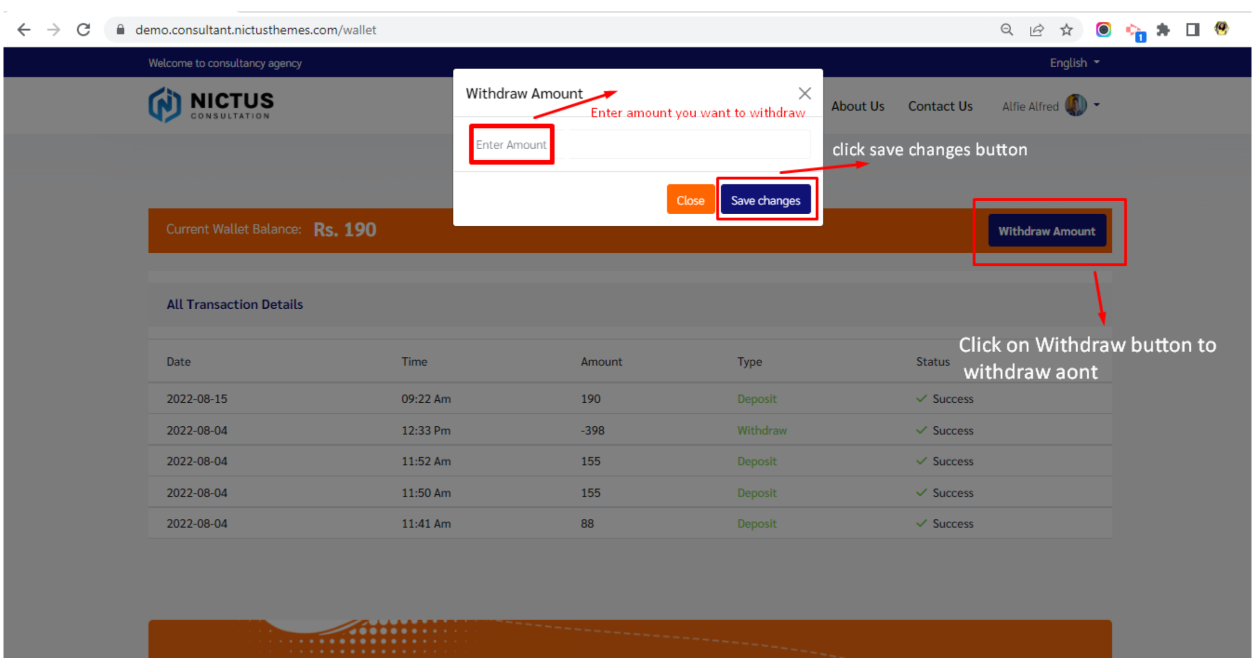
Wallet

When you complete your appointment your payment is transfer into the wallet

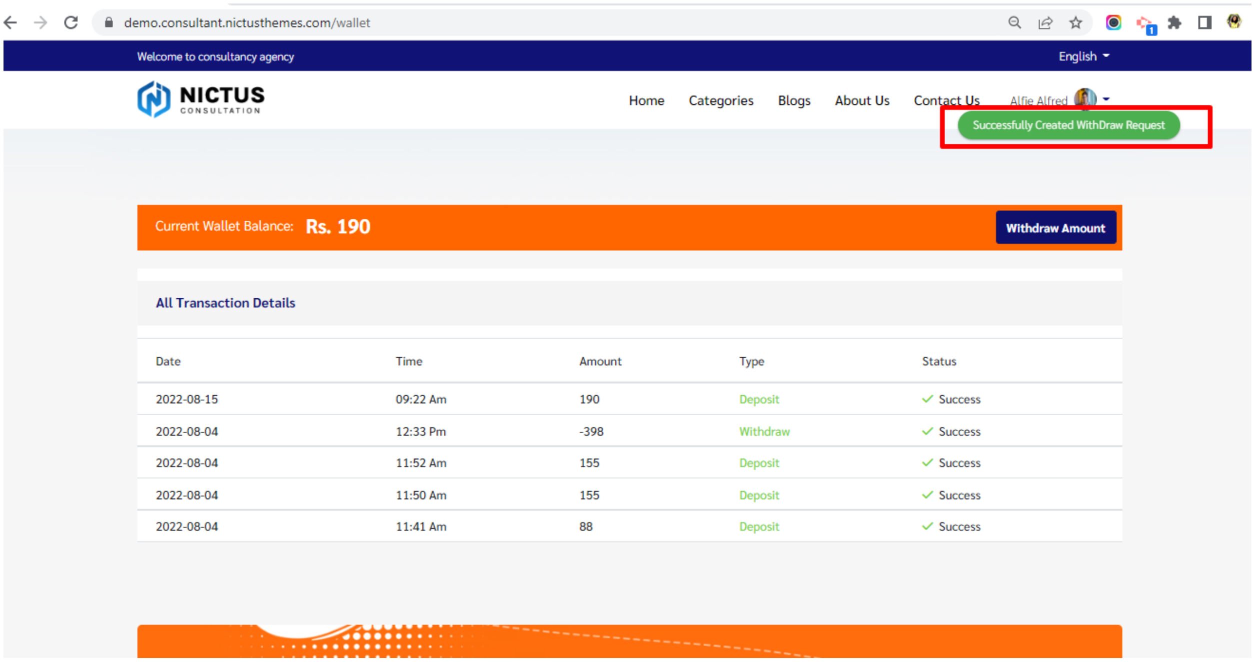
1) Click on menu
2) Click wallet button



3) Click on Withdraw button for withdraw amount
4) Enter amount
5) Click Save changes



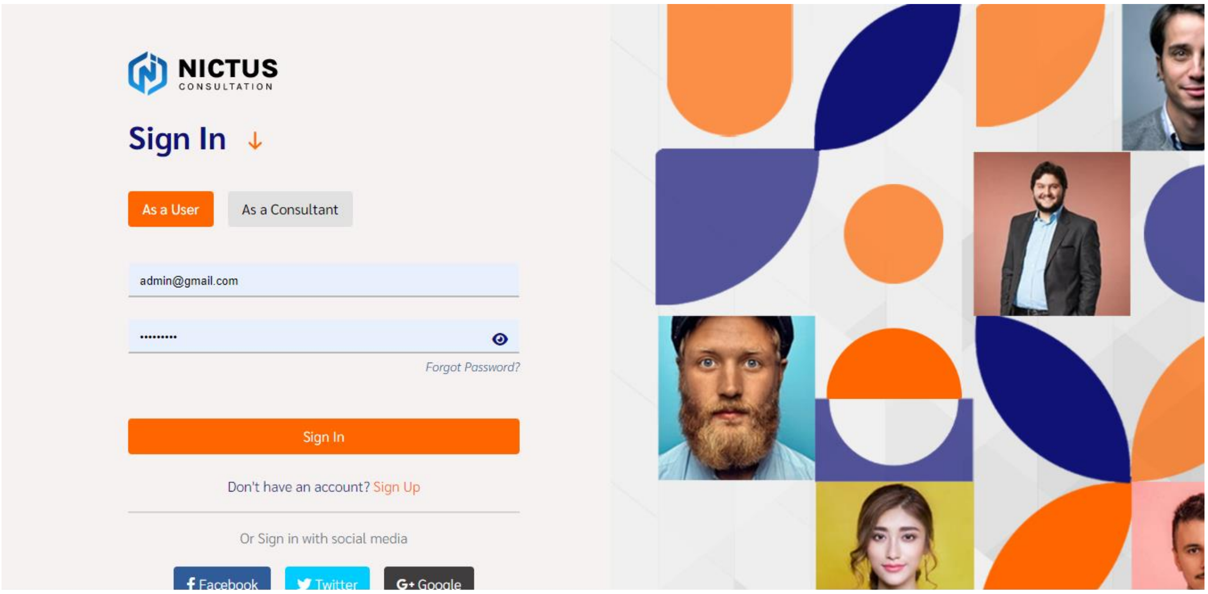
Your request is forward to admin for withdraw amount when admin approve request you receive amount



User Manual Web

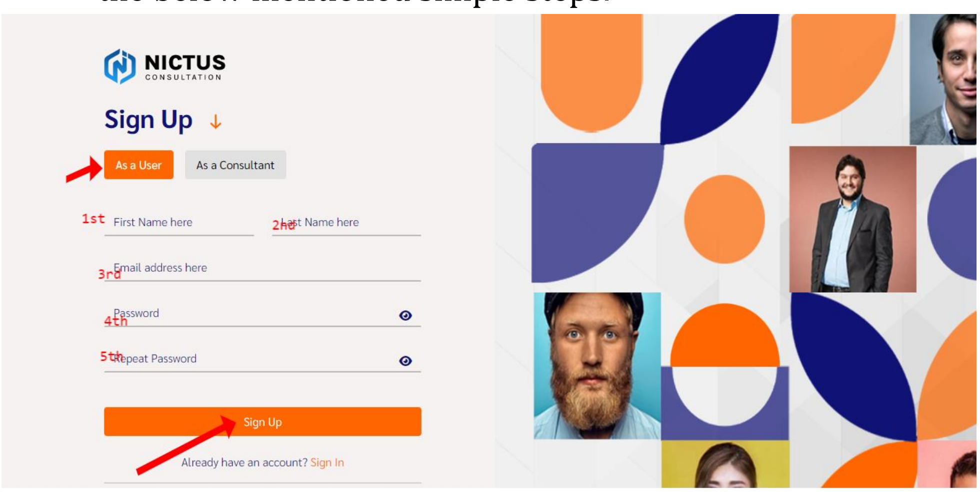
User

How to Login/sign-up as User:



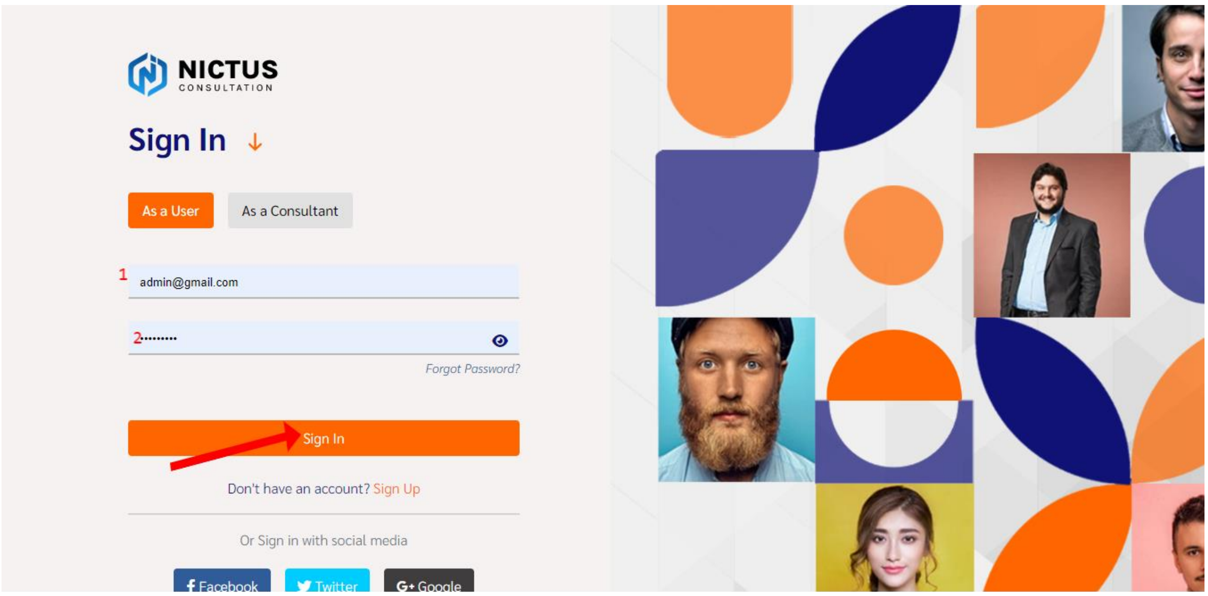
Steps for Sign-UP

- If the user doesn't have an account then the user can sign-up by Following the below mentioned simple steps.

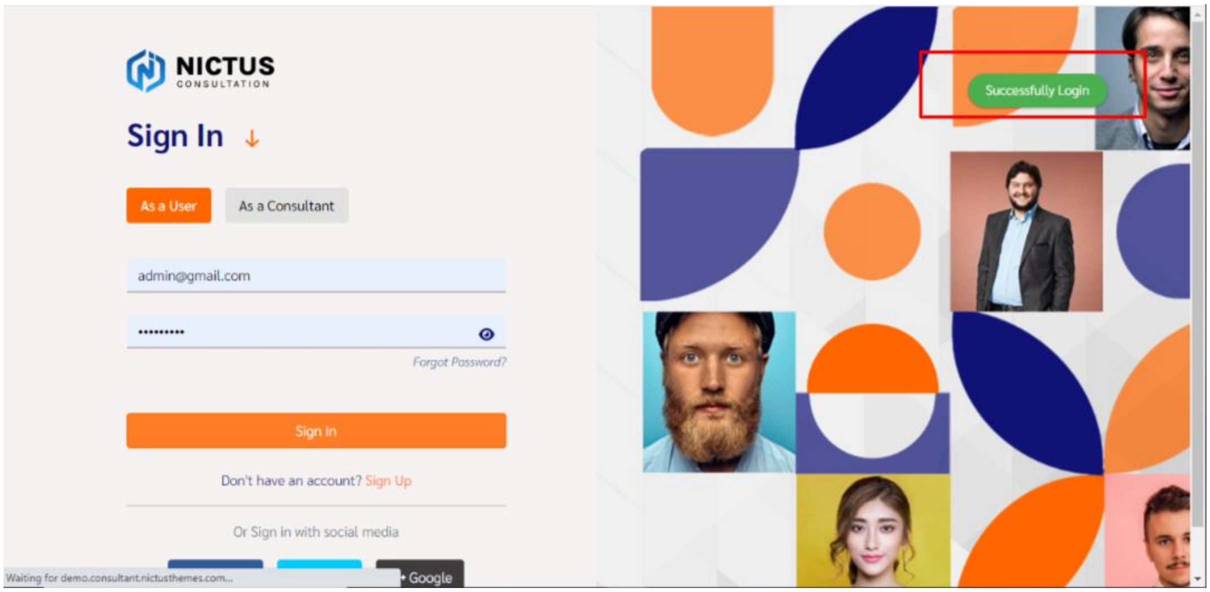


1. **Enter a valid Name or last Name**
2. **Enter a valid e-mail address**
3. **Enter the password that must be combination of letters and characters**
4. **Repeat the same password**
5. **Click on sign-up**

How to SIGN-IN as a user



1. Enter registered email address
2. Enter registered password
3. Click on sign-in button

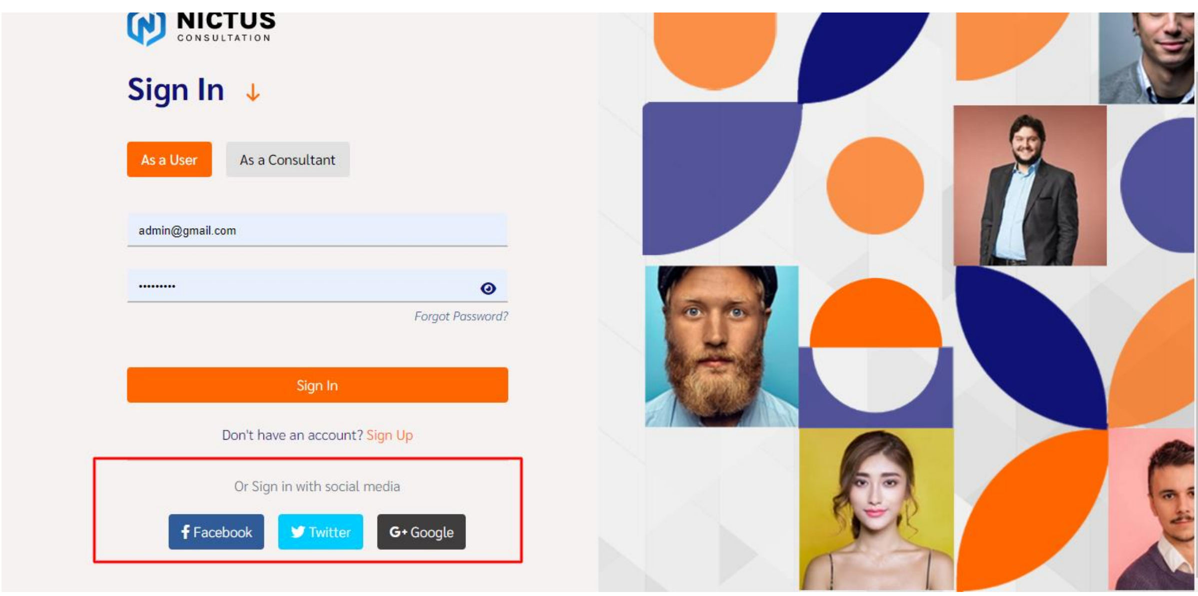


It shows a success message After login.

Credential for login:

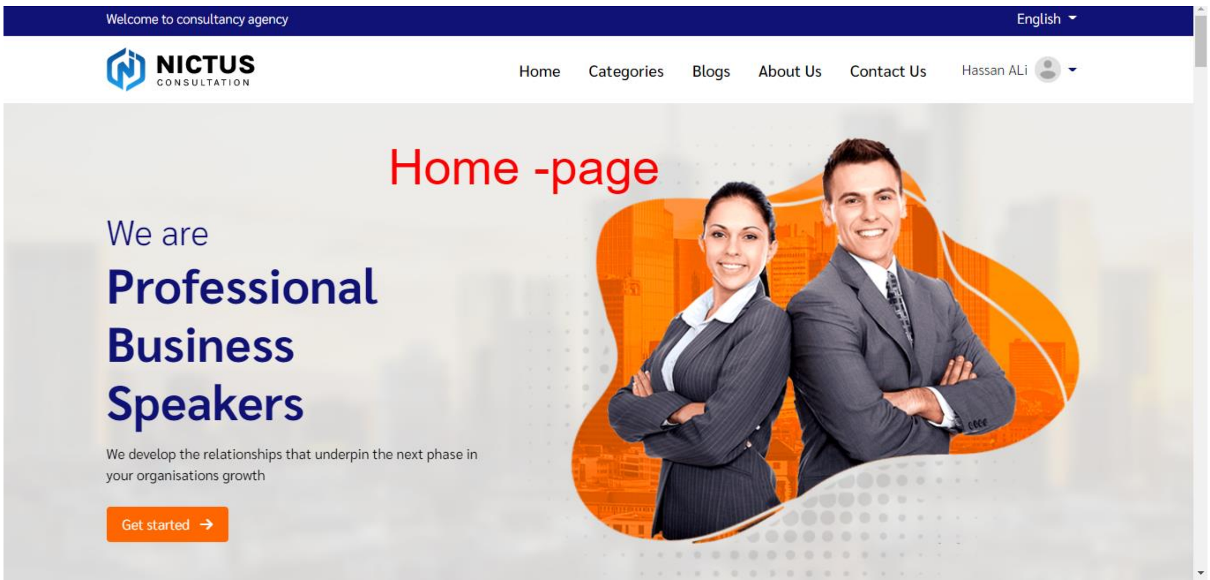
Emily@gmail.com

Password: 12345678



- User can directly sign-In using social logins

Home-Page



After successfully login, the user redirects to the home-page.

Information display on Home page

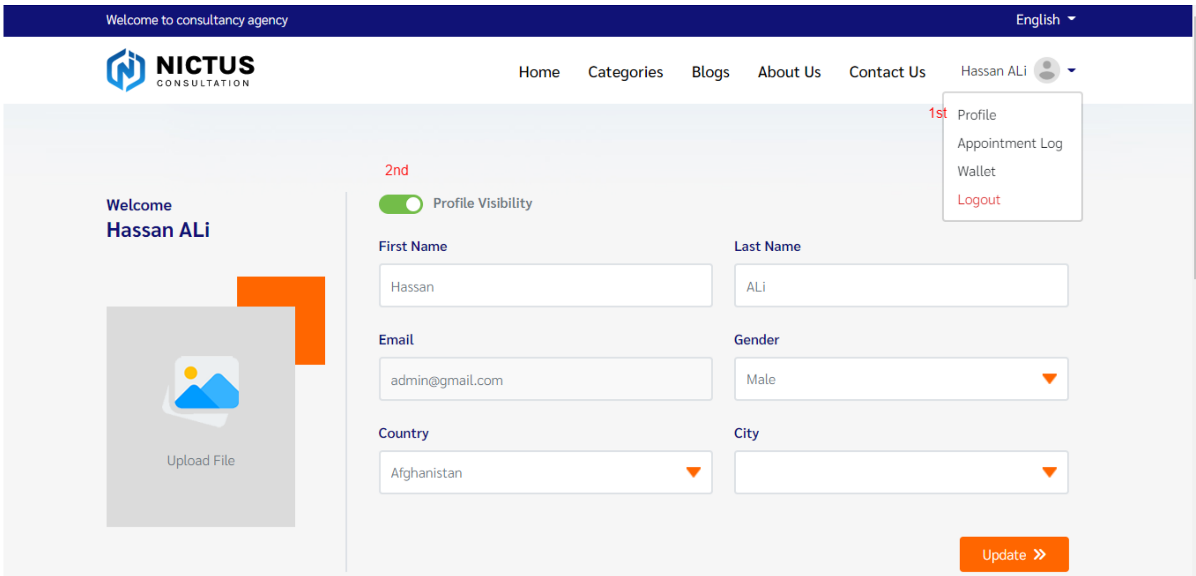
User can see the details of

- We will lead you toward your success
- **Why you choose nictus family**
- **How to Book an appointment through Mobile App**
- **How to Become Consultant**
- **What's payment method We have use**
- **See Our Latest News & Blog**

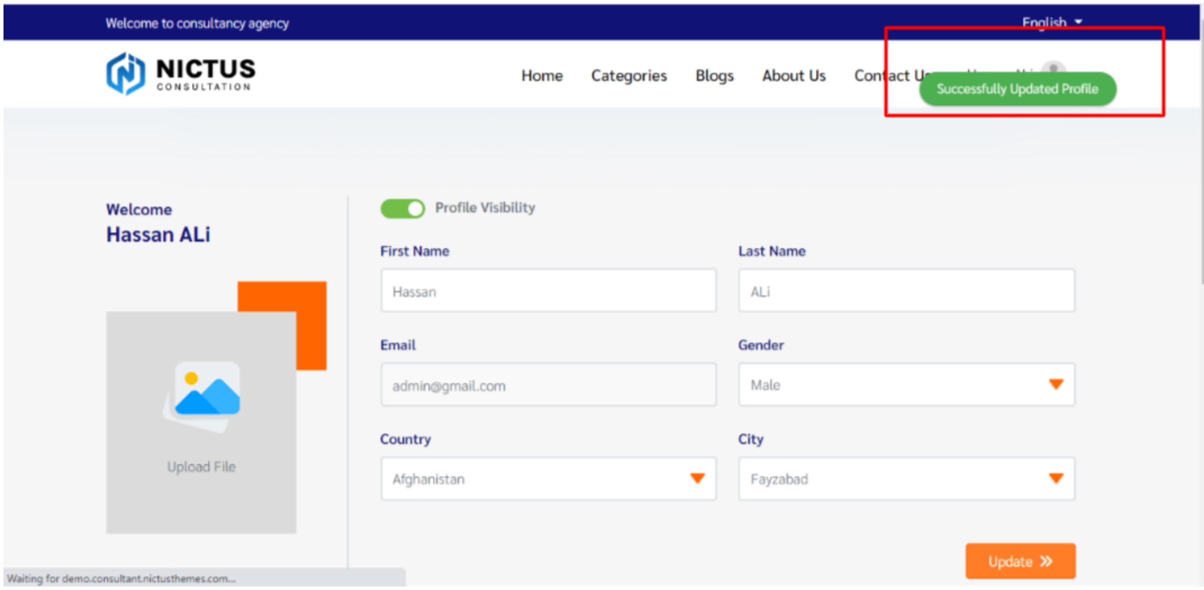
❖ User profile

Steps Need to make changes on User profile.

- Click on user profile from drop-down
- Profile of that user will open
- ON the profile visibility button for make changes



- User can easily change the data according to her Needs
- After doing all changes the user can click on the update button to save the changes.



- When the user is done with all changes and clicks on the update button then a success message will display.

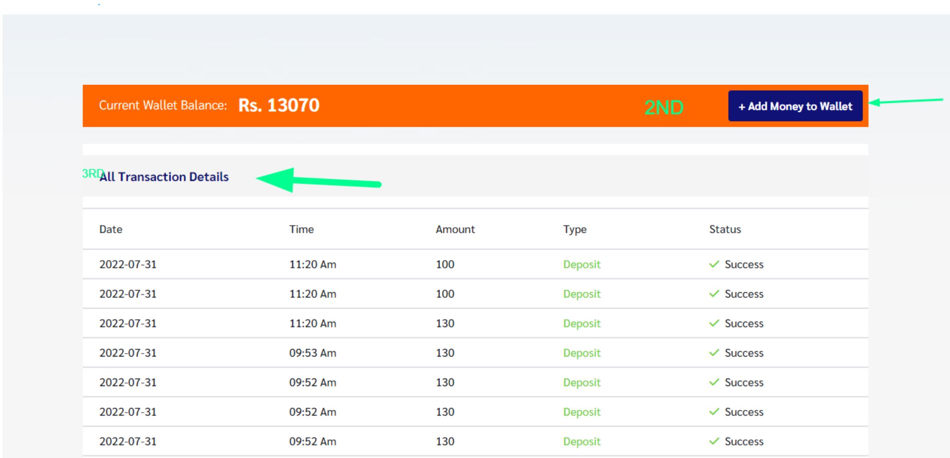
❖ Purpose of wallet

Wallet option used to add money that will be used in future for payment purpose. Nictus consultation provides the facility to their user about adding money into their wallet.withdraw option is also available .

❖ Steps need to add money into wallet

1. click on wallet option from user profile .it will redirect the user on wallet index page

Users can add money into their wallet by following the below mentioned steps.

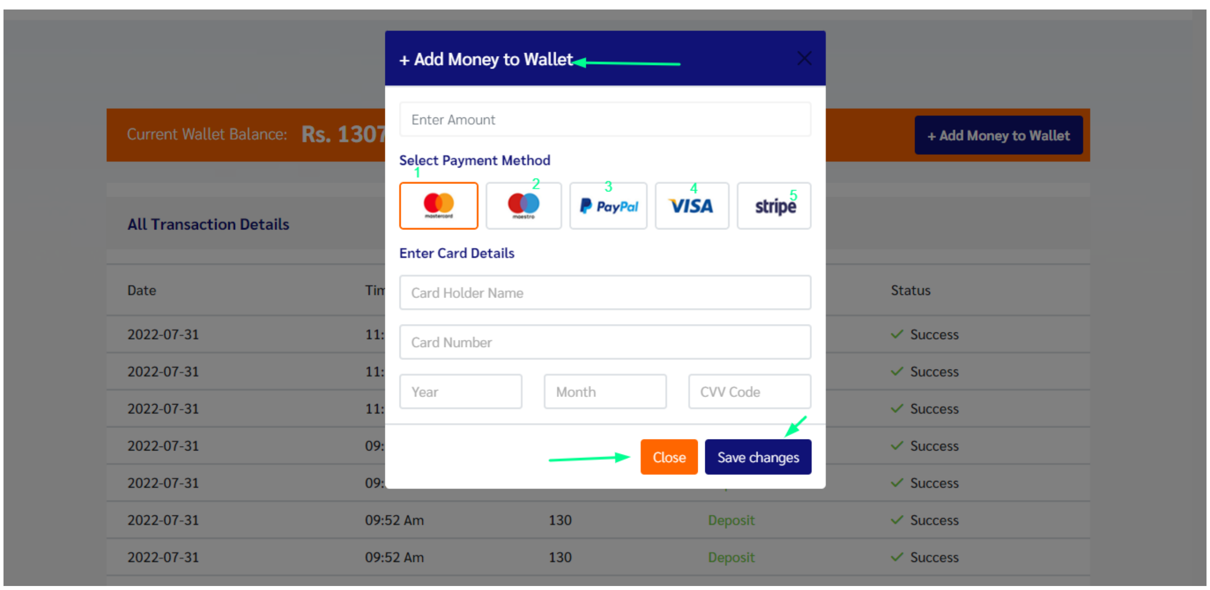


2: User add money into their wallet by clicking on "Add-Money into wallet"

3: User can view All transaction details.Also it shows type and status against that transaction

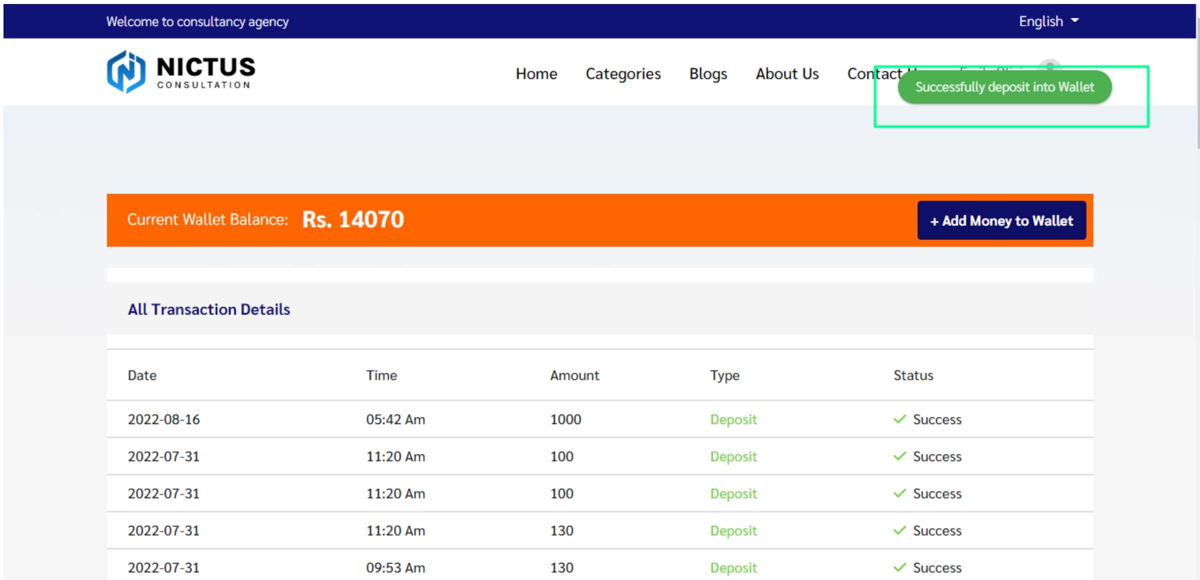
4: Transaction "Time$date"also shows

Step 3rd:



1. When the user clicks on the Add button the above screen will open where the user adds "Amount".
2. Select payment Method .Five types of payment method are available for users.
3. Enter card details (E.g, Card holder name ,card number, Year,month,cvv code)
4. When all above mentioned steps are completed then the user simply clicks on the save changes button.

5. Or close the window without saving any changes

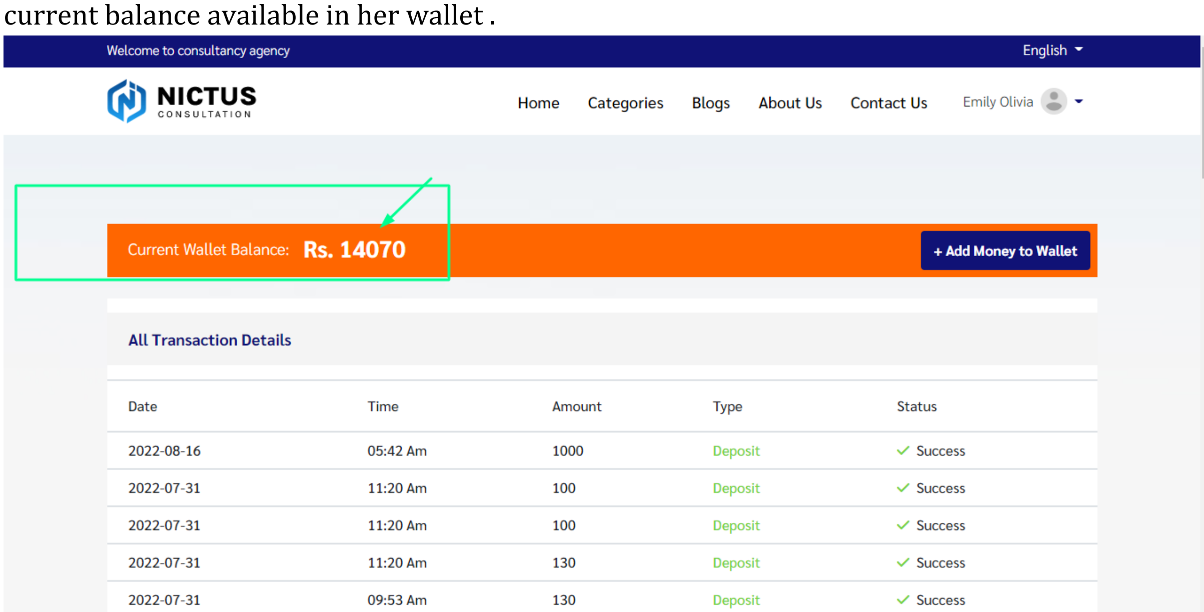


6: It will show a success message on the user screen.

❖ Current wallet balance

Step 1:

Select Wallet option from user profile drop-down .Then index page will open where user can view current balance available in her wallet .

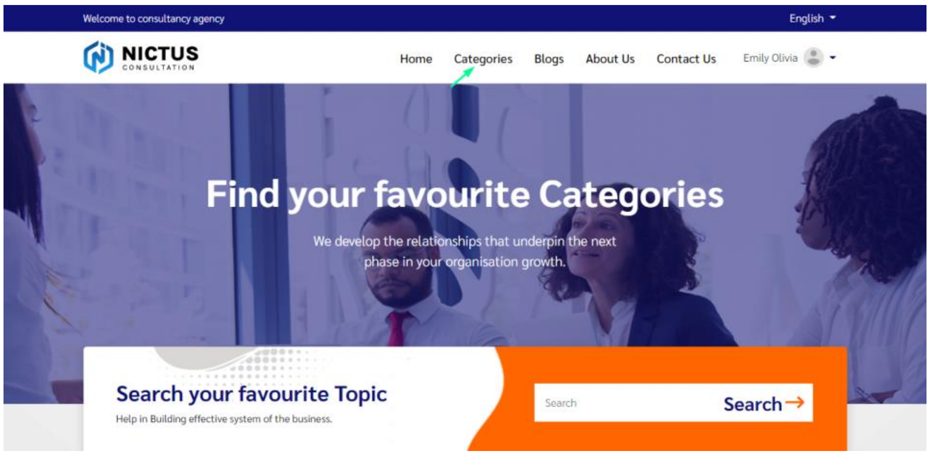


How to book a appointment

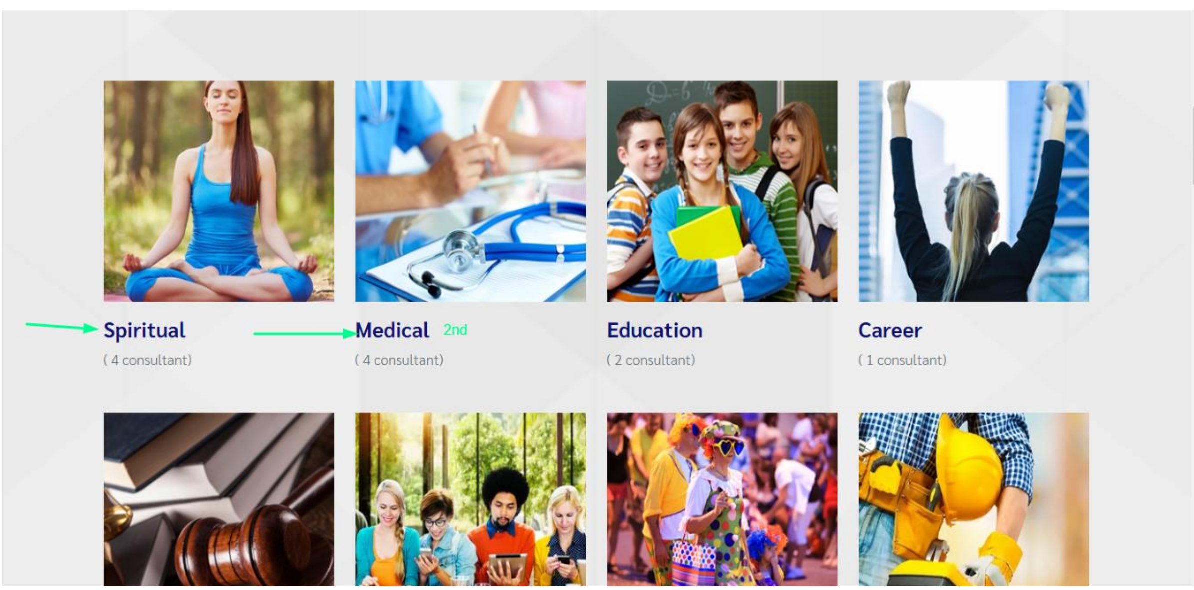
Step 1:

User can easily book a appointment by following the simple steps

1: select a category in which user wants to book a appointment

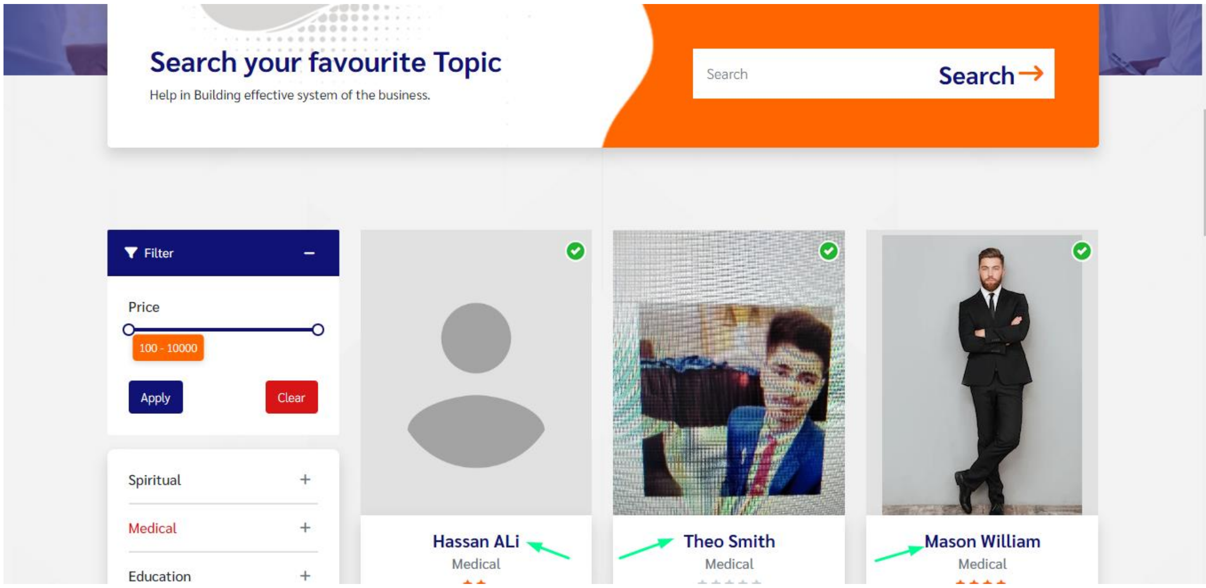


2: After clicking on category all registered categories will shown



3: user can select a required category that full-fill their needs

4: user choose a medical consultant



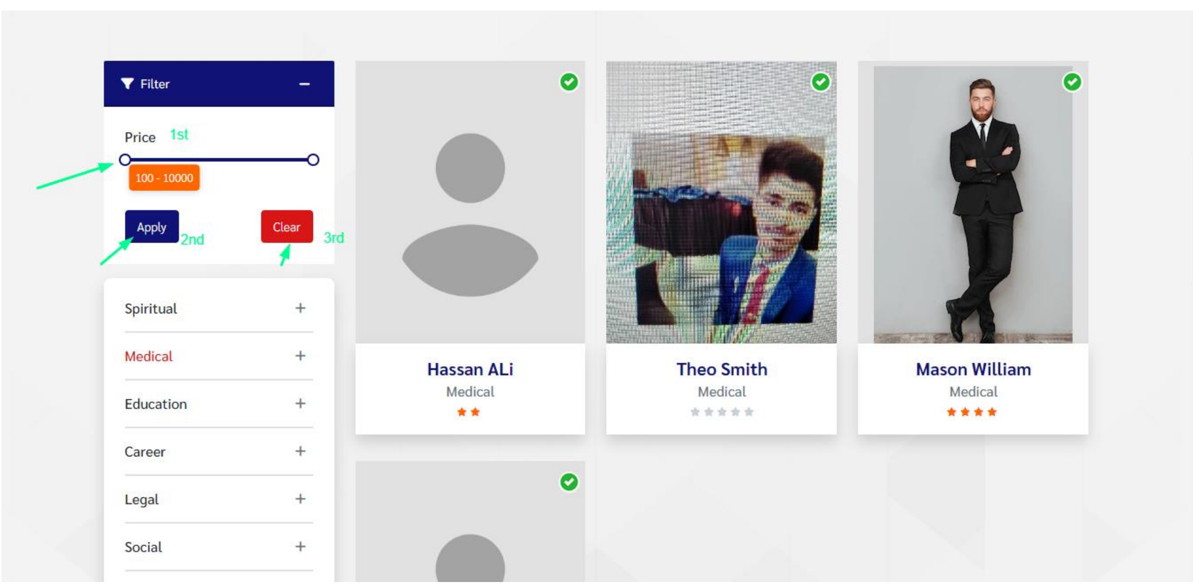
5: Then the above-mentioned screen will open .

6: Users can easily select a consultant according to their requirements.

How to apply a filter on consultants

Step 1:

On the left side, the user can view the filter section. From where users can easily apply a price filter to book the consultant under that price.



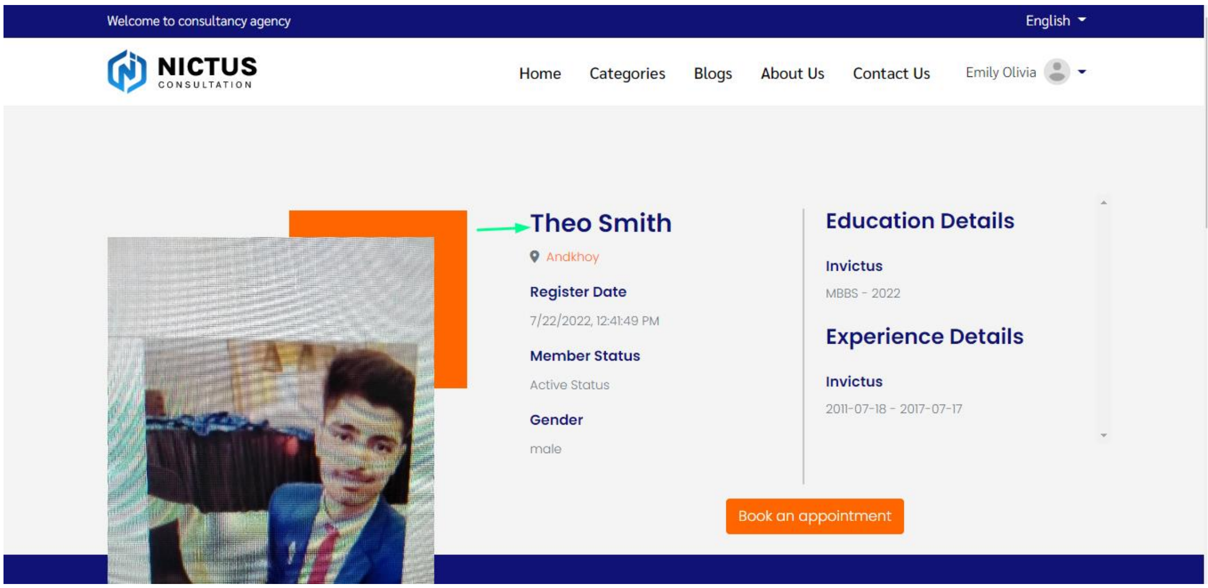
2: If user select a price filter under 100-to-1000 then click on apply button

3: All consultant under that price will start showing

4: Or user can use clear button at any stage to remove the price filter

5: Also user can change the category by clicking on left side mentioned categories

Consultant details

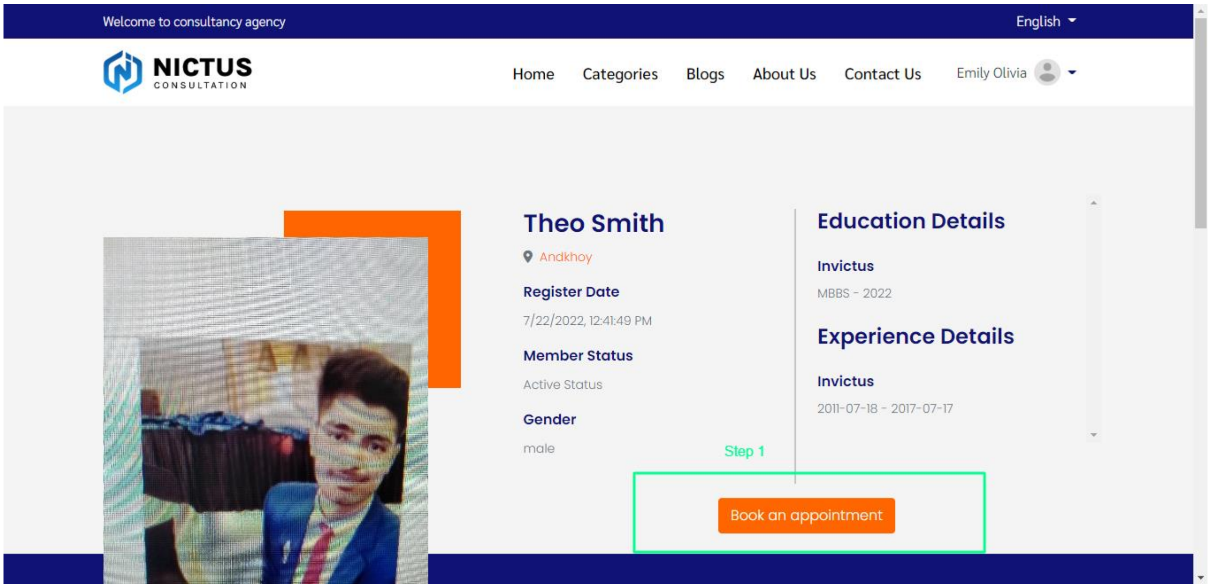


1: When user click on a consultant then it will shows a details of consultant

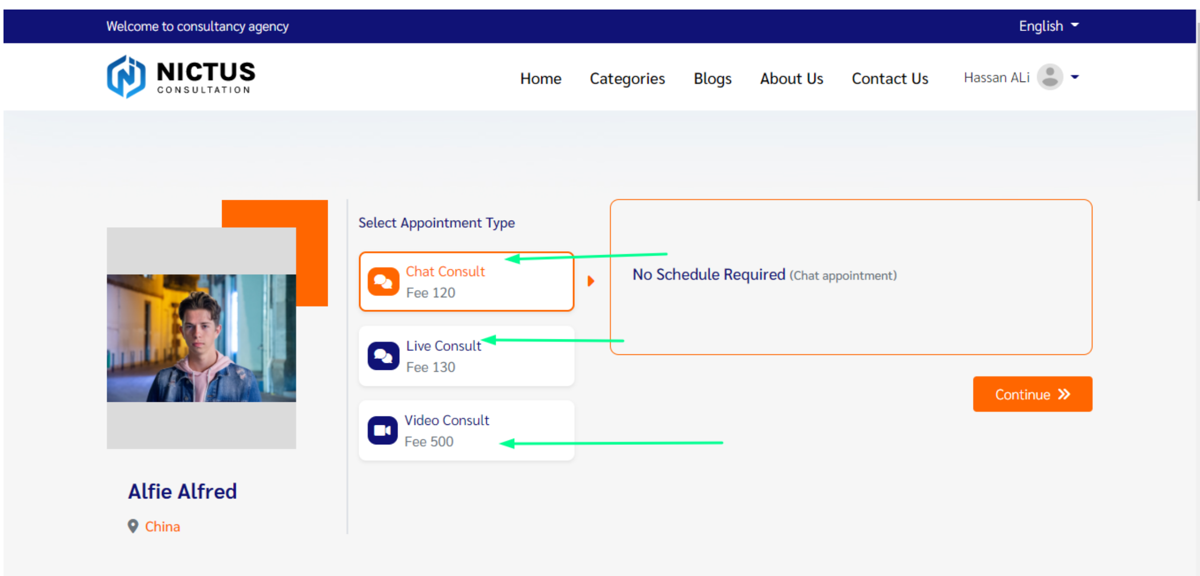
2: Like Name, Experience, Status ,Gender , and also shows the location of selected consultant

Booked an appointment

Step 1:



1: Click on Book an appointment button



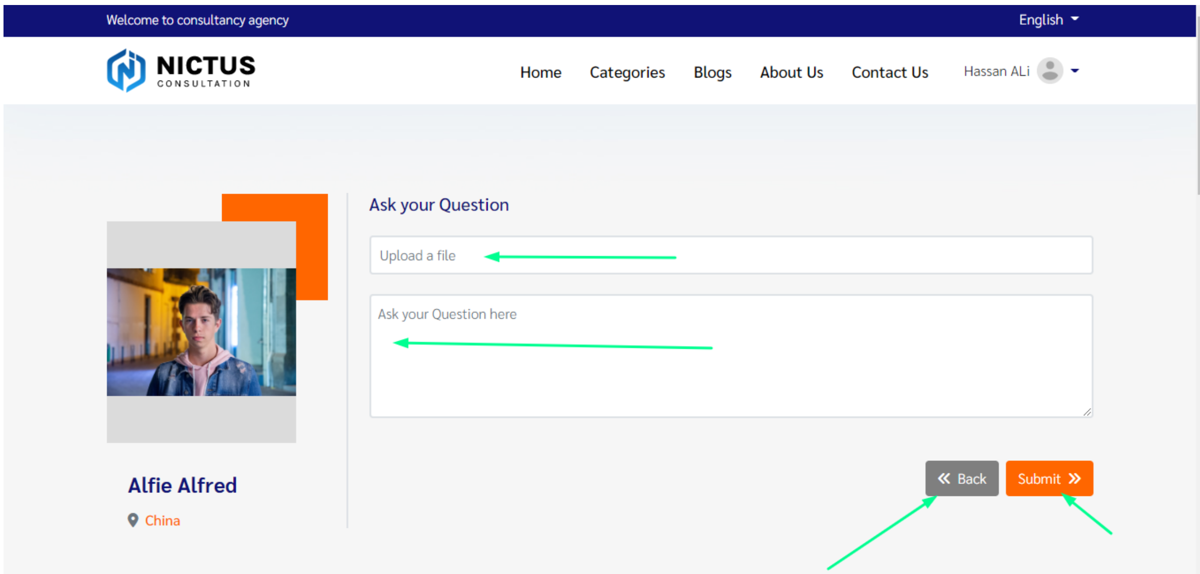
2: Then appointment screen will open .user can select a appointment option like

- Chat consult
- Live consult
- Video consult

Chat consult

How to book chat consult?

1: Click on chat option then click on continue

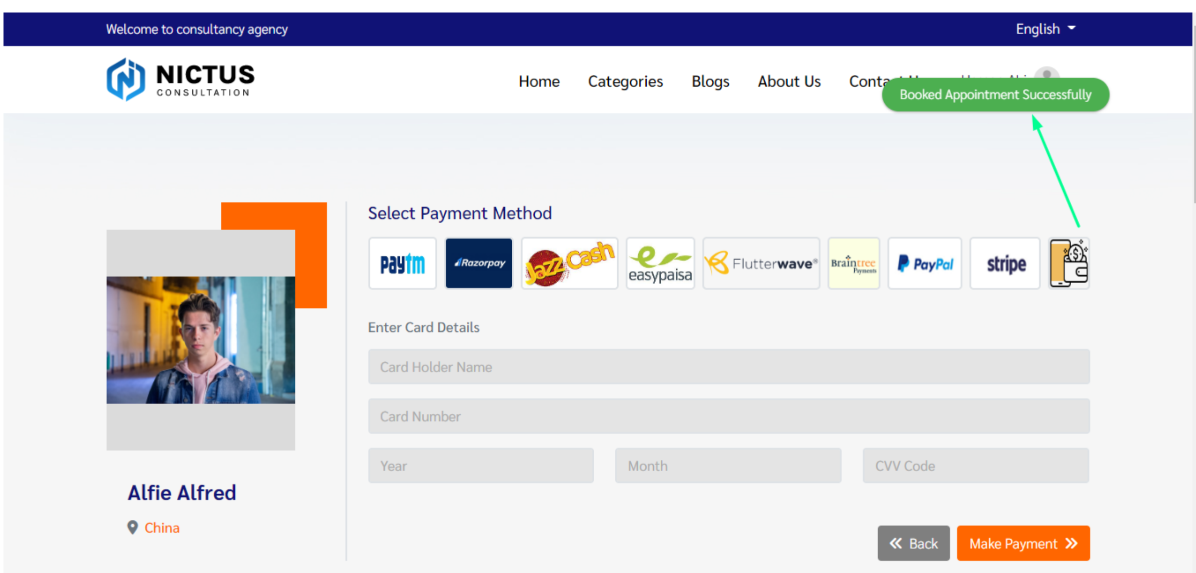


2: chat screen will open

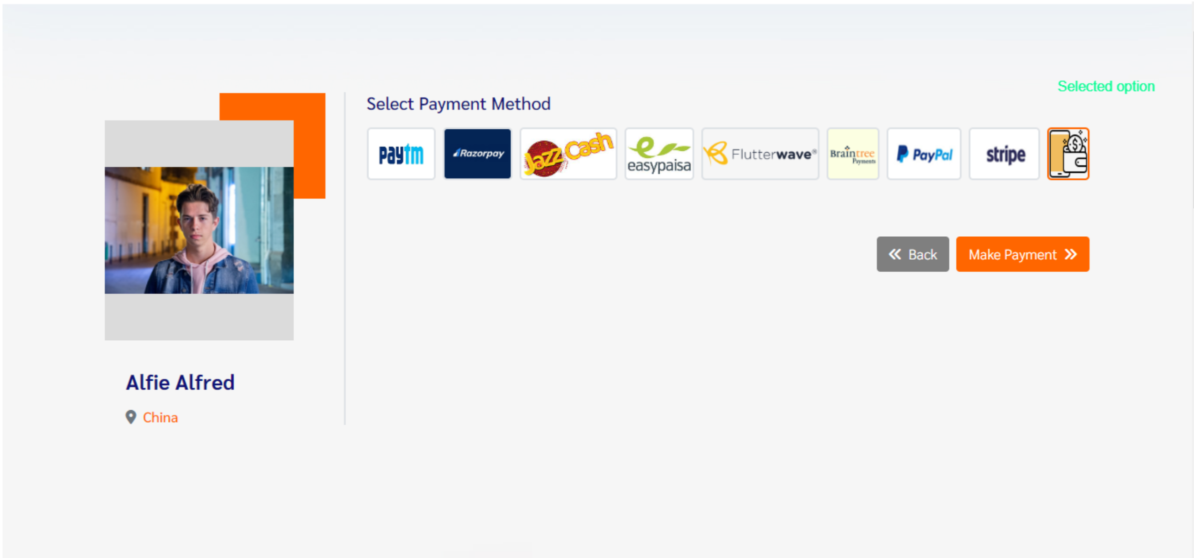
3: User can upload a file

4:And add questions

5: click on submit button then chat will submit



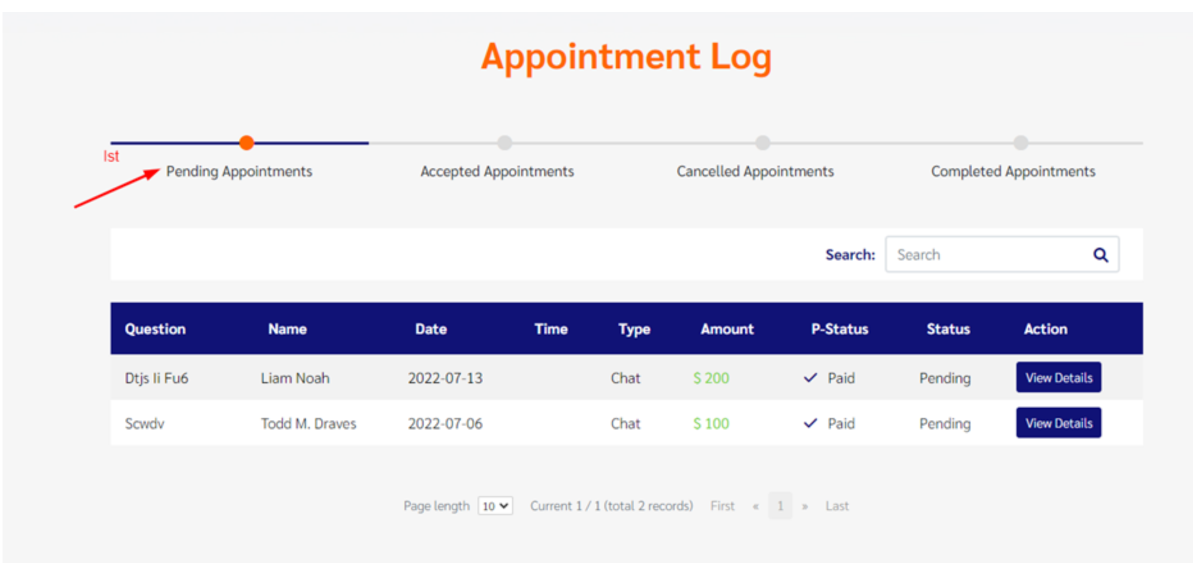
6: User can select a payment method like Jazcash, paypal, stripe, 7: Then click on make payment



8: Select a method then click on make payment .it will redirect the user on pending appointment page

Steps for the Pending Appointment

- Pending appointments are those appointments which are not accepted by the admin.
- The pending appointments show the information of the user.
- The pending appointments show Question, Name, Date, Time, Type, Amount, Paid-Statuses , Statuses and Actions.

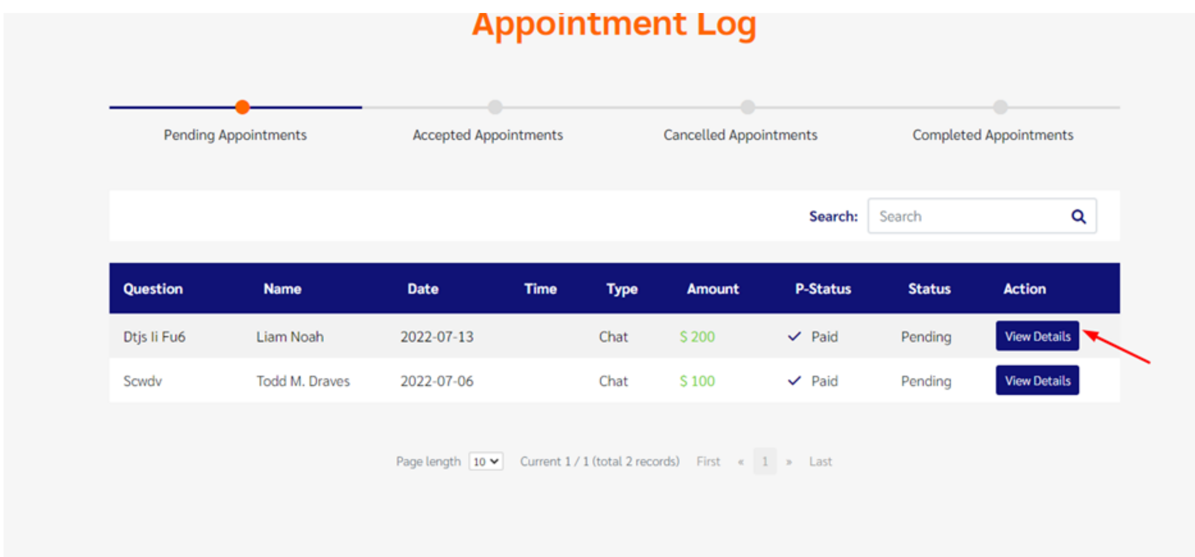


Next step :

The user can search appointment information by clicking on the search text box like question, name etc.

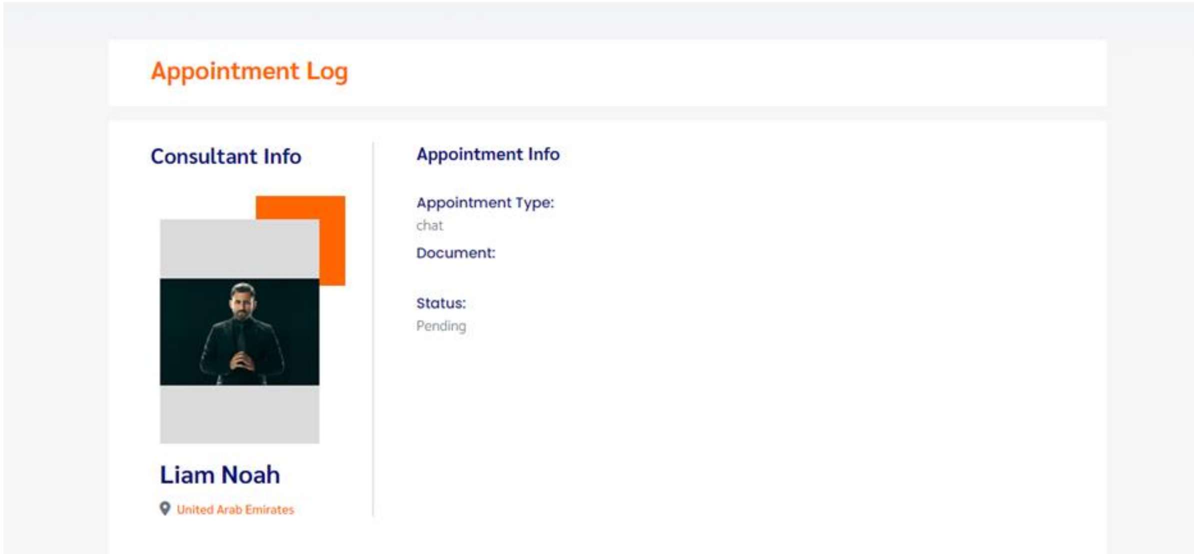
Steps to view Pending Appointments Details

By clicking on the view detail button, the user is able to see the details of the pending appointment.



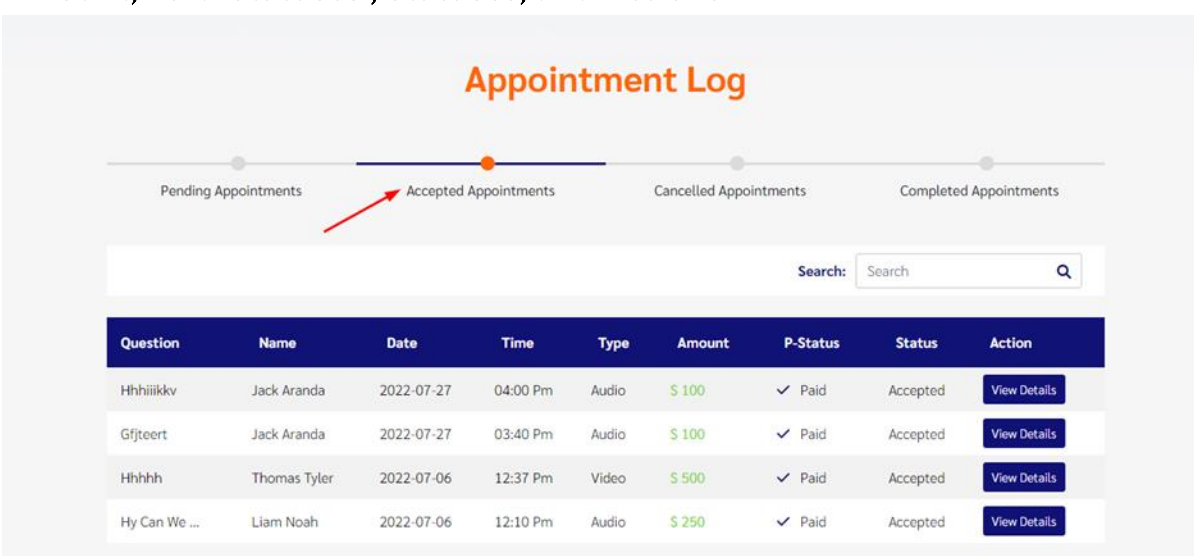
2 Step

1. After clicking on the view detail button, the details of the Consultant information and users pending appointment information is shown.
2. Consultants information contains Name and Location of the consultant.
3. Appointment information contains appointment Type which depends on the user requirement like audio,video and chat and Status is also shown which is pending.

4. 

Steps for the Accepted Appointments

1. Accepted appointments are those appointments which are accepted by the admin.
2. The accepted appointments show the information of the user.
3. The accepted appointments show Question, Name, Date, Time, Type, Amount, Paid-Statuses , Statuses, and Actions

4. 

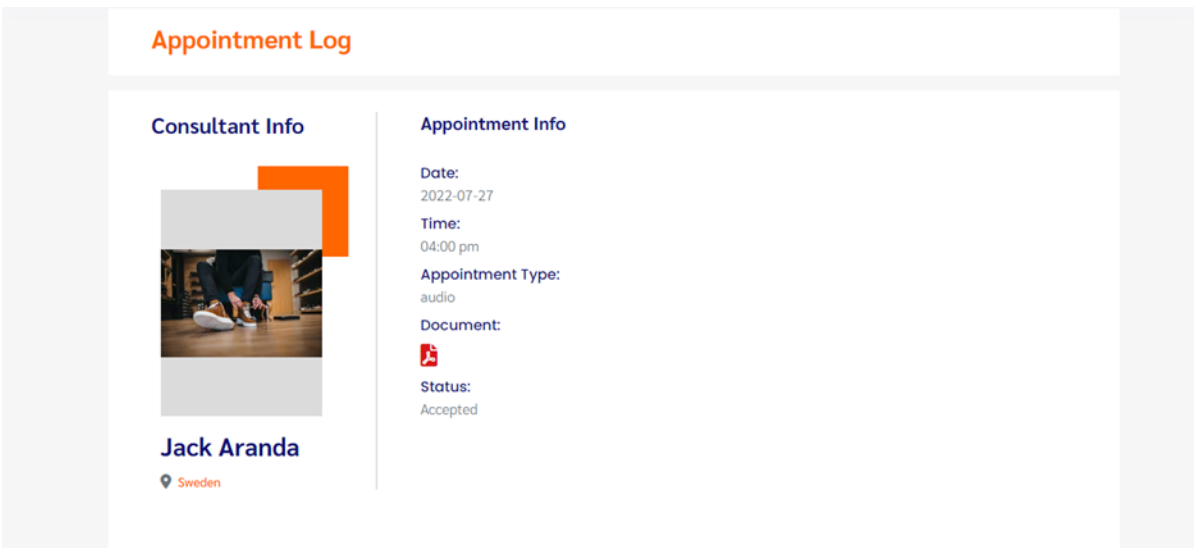
Steps to View Accepted Appointments details

By clicking on the view detail button, the user is able to see the details of the accepted appointment.

Steps

1. After clicking on the View Details button, the details of the Consultant information and Users accepted appointment is shown.
2. Consultants information contains Name and Location of the consultant.
3. Appointment Type depends on the user requirement like audio,video and chat and Status is also shown which is accepted.

It also shows Date, Time and Document

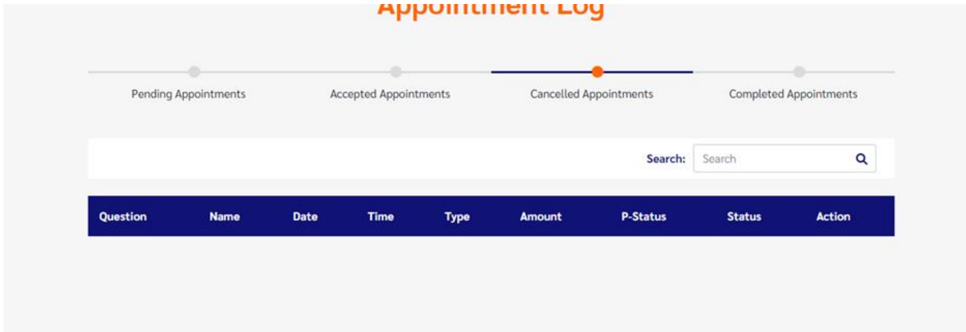


Steps to view Cancelled Appointments

Here details of the cancelled appointments are shown.

1. Cancelled appointments are those appointments which are cancelled by the admin.
2. The cancelled appointments show the information of the user.

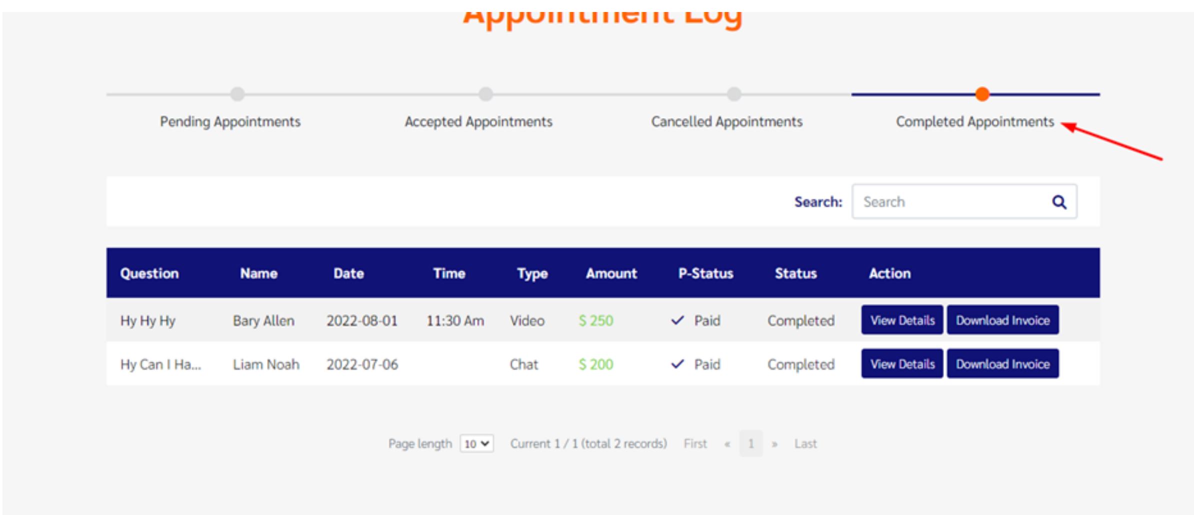
3. The cancelled appointments show Question, Name, Date, Time, Type, Amount, Paid-Statuses , Statuses and Actions.



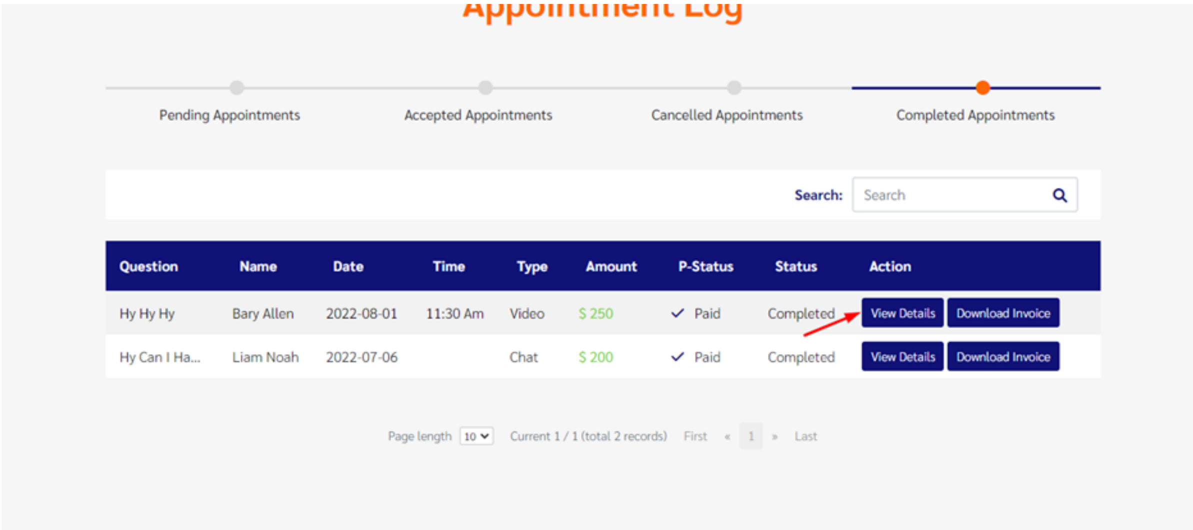
Steps to view Completed Appointments

Here details of the Completed appointments are shown.

1. The completed appointments show the complete appointment information of the user.
2. The completed appointments show Question, Name, Date, Time, Type, Amount, Paid-Statuses , Statuses and Actions.

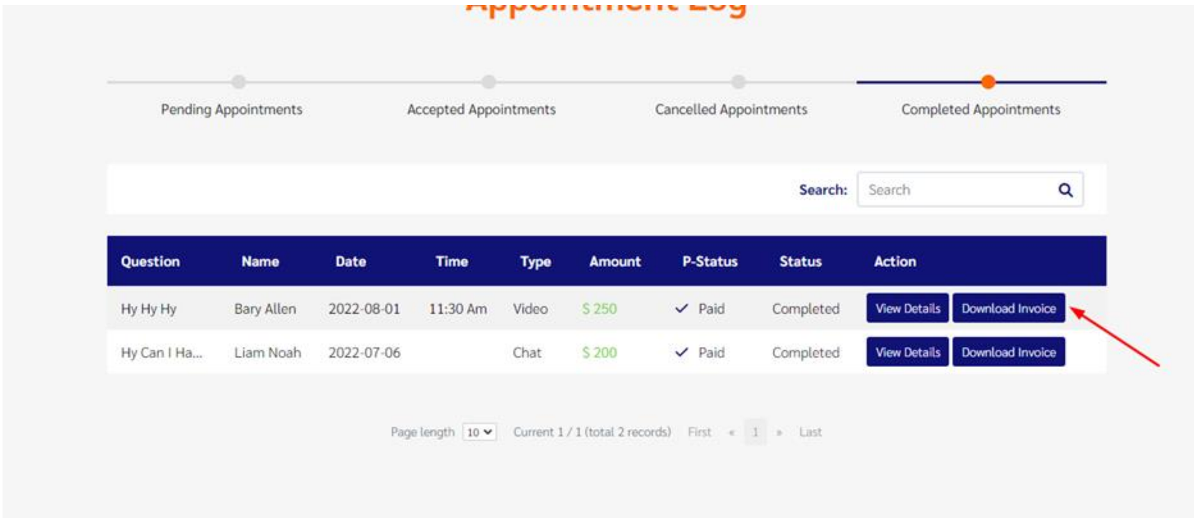


By clicking on the view detail button, the user is able to see the details of the completed appointment

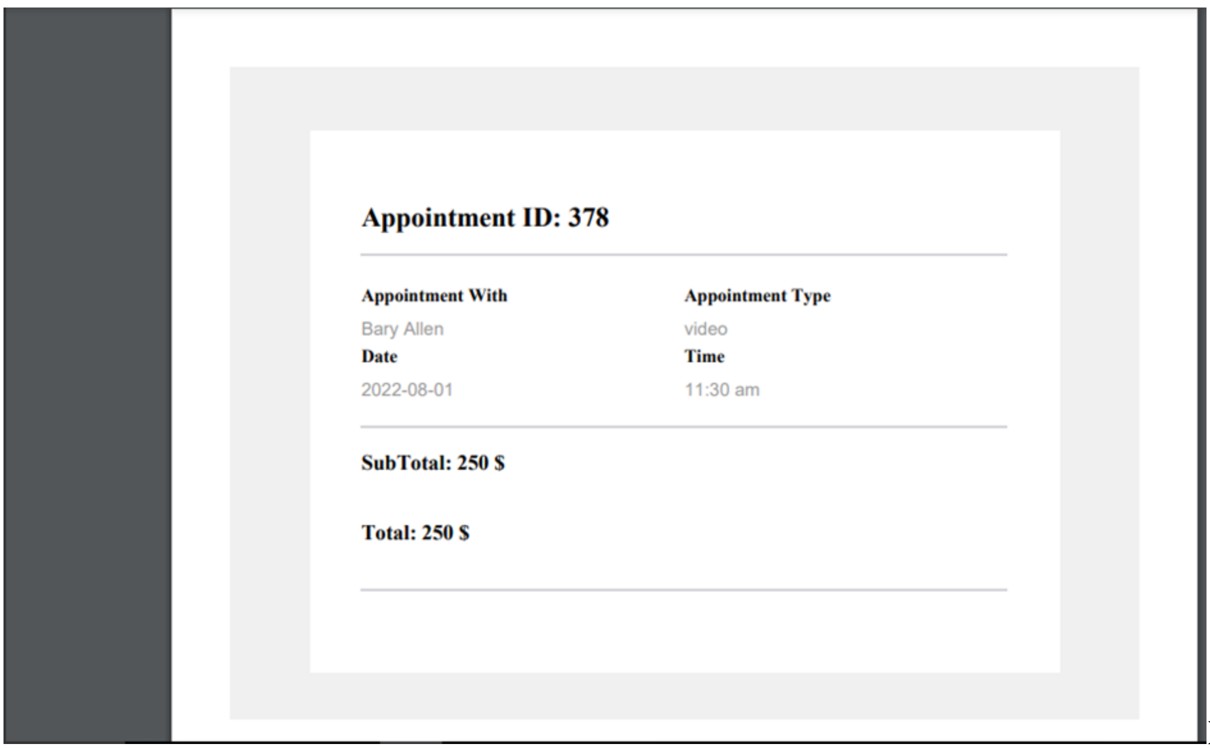


1. After clicking on the view detail button, the details of the Consultant information and users appointment are shown.
2. Consultant's information contains Name and Location of the consultant
3. Appointment Type depends on the user requirement like audio, video and chat and Status is also shown which is completed.
4. It also shows Date, Time, and Document.

By clicking on the Download Invoice button the invoice is downloaded in the pdf.



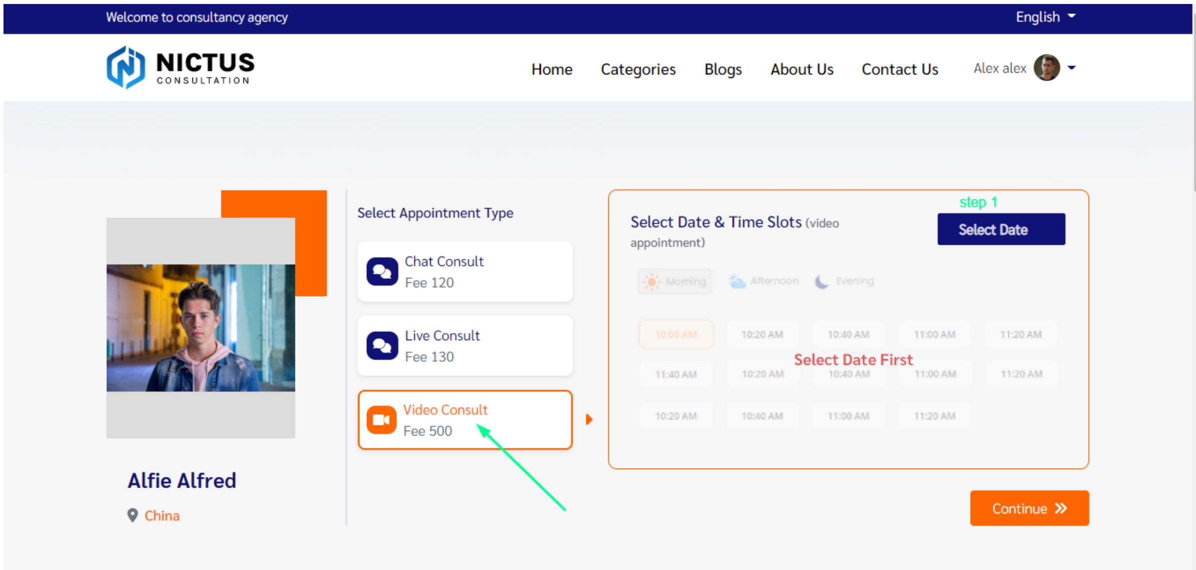
Steps for download pdf



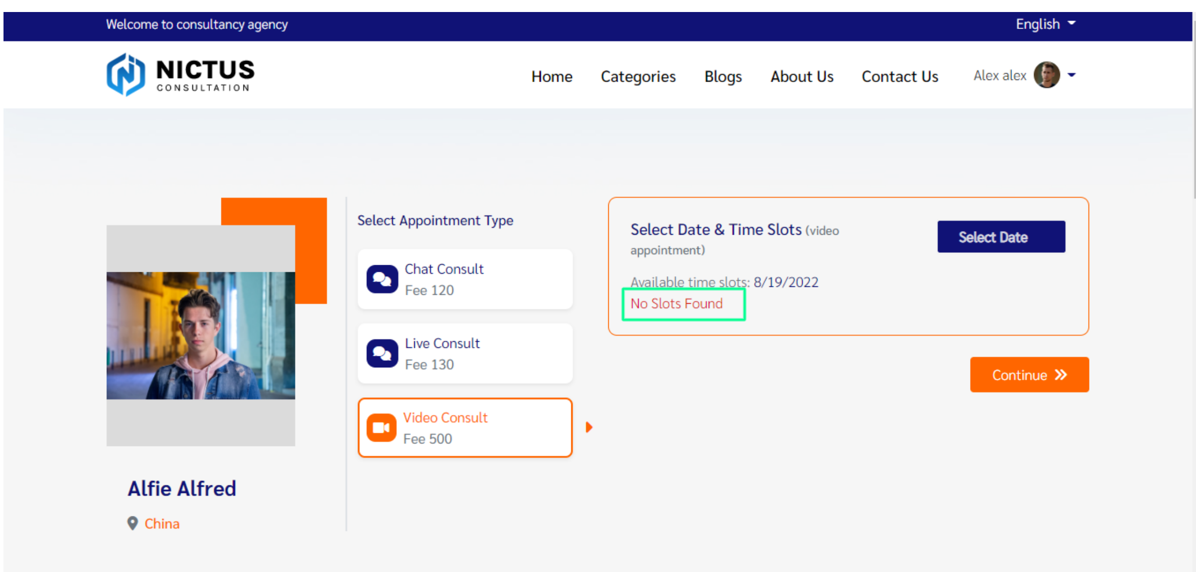
By clicking on the pdf, the invoice of the user is shown which includes appointment Id, Appointment With, Appointment Type, Date, Time, Subtotal and Total Amount.

Video consultant

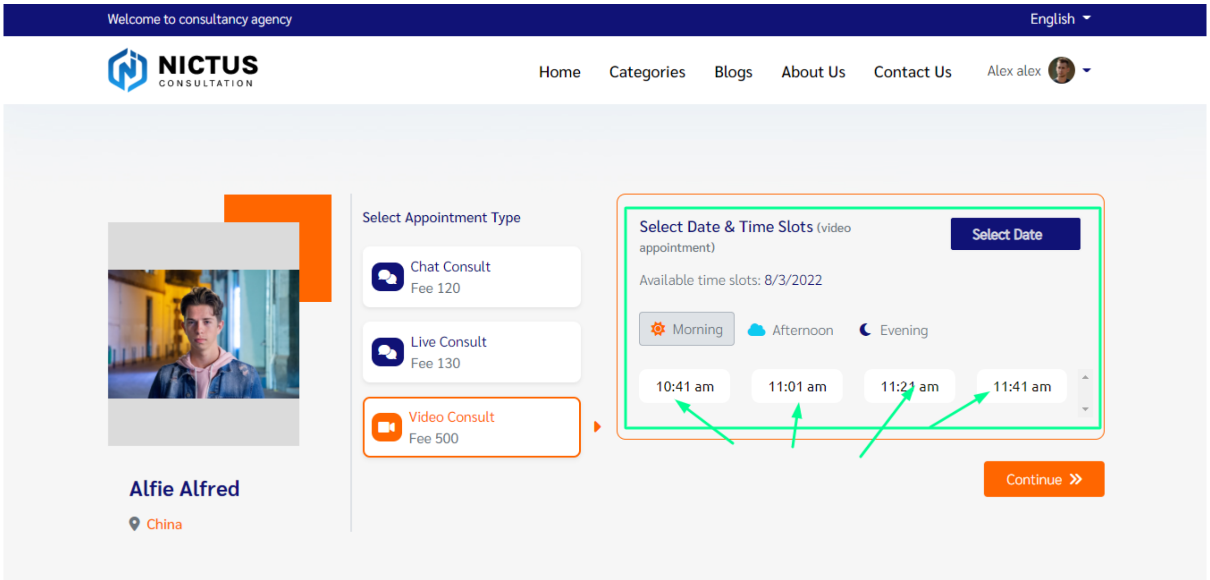
Step book a video consultant appointment



1. On the video option the user first clicks on the video consultation button then it shows a warning message first selecting the date.
2. After selected the date if there is any time available then it proceed to next page
3. But if there is not slot available then it shows a warning message



4: When there is available time then user can select the timing according to their availability



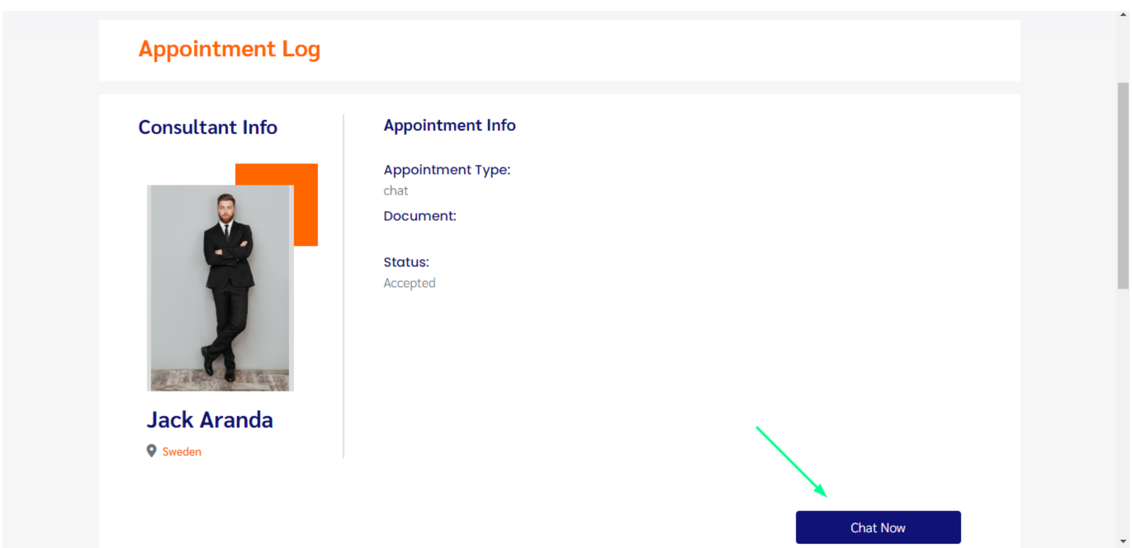
5: Then upload the file .and also enter the question

6: click on submit button

7: Appointment will booked successfully

8: Select a method then click on make payment .it will redirect the user on the pending appointment page.

9: When an appointment is accepted then it shows a chat option where the user can easily chat with the consultant.



.User can easily send the prescription and chat according to their problems